



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 case #)

WIRELESS COMMUNICATION FACILITY (WCF) DEVELOPMENT PLAN 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 WCF 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 Wireless Communication Facility (WCF) Development Permit application. These meetings are scheduled every Monday starting at 2:30 p.m. (if Monday is a holiday it is held on the first working day of the week). Please make an appointment with the Planning Department (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.
- 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.
- Please refer to the "Submittal Schedule" for submittal deadlines (<http://www.leandertx.gov>).
- An approved development plan is required prior to the processing of site development and building permits for any WCF. The Director of Planning may waive the processing of a development plan if it is satisfactorily demonstrated that a network of WCFs, or more than one WCF, will not be required or if co-location is proposed.
- The development plan shall be submitted for approval by the Commission and Council prior to the processing of any site development permit. Future amendments to each company's development plan shall be submitted for approval by the Commission and Council prior to approval of additional facility locations.

REQUIRED ITEMS FOR SUBMITTAL

- Seven (7) copies of this application/checklist are required to be submitted.
- Check made out to the City of Leander for the amount calculated below.
- Six (6) 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 along the right edge, visible when rolled up.
- One (1) collated set of prints (11" X 17") including the documents stated above.
- The Public Hearing Signage document at the end of this checklist is signed and dated.
- Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- AFTER approval of the WCF development plans, provide on CD a copy of the final approved development plan as a PDF file.

FILING FEE CALCULATION:

Filing Fee:	\$ 300.00
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):	\$ _____

APPLICANT INFORMATION:

Please Note: The signature of owner authorizes City of Leander staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, please submit multiple copies of this sheet.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Leander.
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Leander.

OWNERSHIP INFORMATION:

Property Owner: _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____

By signing this form, the owner of the property authorizes the City of Leander to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Leander to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Leander standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Leander and the agent.

Owner's Signature: _____ **Date:** _____

THE STATE OF _____

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KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____

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Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature _____

My Commission Expires: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mobile: _____ Pager: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.

Signature

Name (printed)

Date

THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE WCF DEVELOPMENT PLAN AND/OR SUBMITTED WITH THE PLAN:

GENERAL INFORMATION

- ___ 1. The following information shall be completed on the WCF Development Plan or front sheet, bottom right corner of sheet one:
- Name, address and telephone number of the applicant, any co-applicants as well as any agents for the applicant and co-applicants. The applicant or co-applicants shall be a licensed carrier unless licensing is not required;
 - Name, address and telephone number of the licensed carrier and copy of current license with any updates, operational dates and the spectrum proposed;
 - Original signatures for the applicant and all co-applicants applying for development plan approval. If the applicant or co-applicant will be represented by an agent, the original signature authorizing the agent to represent the applicant and/or co-applicant;
 - Current zoning of the property and property location.
- ___ 2. Illustrate the carrier's expected network of WCFs within and adjacent to the city. It shall forecast five years in advance the approximate locations of future facilities and the area of service, but is not required to detail the specific type of facility (e.g., pole, roof, building attached).
- ___ 3. Provide a map encompassing the city and surrounding area within one mile drawn to scale of no less than one inch equals five hundred (500) feet, specifying the following.
- Approximate location of proposed WCFs;
 - Service area of each WCF;
 - Street names of major streets and streets adjacent to identified WCF locations;
 - All existing WCFs, operated by the applicant and other carriers;
 - Separation distance between proposed and existing WCFs measured in feet;
 - Information demonstrating compliance with the standards of this ordinance;
 - Existing watercourses and natural features that restrict the placement of WCFs or the associated service areas; and,
 - North arrow, scale and legend.

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: _____
Date of Public Hearing before Planning & Zoning Commission: _____ City Council: _____

