



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 case #)

# WIRELESS COMMUNICATION FACILITY (WCF) DEVELOPMENT PLAN

## APPLICATION & CHECKLIST

*This application and checklist does not apply to single-family or two-family construction. The purpose of this checklist is to assist the applicant in preparing plans that meet City standards in order to expedite the review process.*

Prior to the submission of a Final Plat, we recommend that the applicant meet with a representative of the Planning Department to determine if the application is complete prior to printing the required number of plat copies. Please contact the Planning Department at 512-528-2750.

### 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](http://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.
- Ordinances can be obtained from the City of Leander at our website ([www.leandertx.gov](http://www.leandertx.gov)) or at City Hall.
- 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
<b>TOTAL FEE</b> (due at the time of application submission):	<b>\$ _____</b>

**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. 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:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
*(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.)*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

*I hereby request that my property, as described above, be considered for a WCF Development Plan and I give City Staff and elected or appointed representative's permission to visit the site described in this application:*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 authorize the person named above to act as my agent in processing this application:*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*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**

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- \_\_\_ 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.

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

Accepted for Processing by: \_\_\_\_\_ Date: \_\_\_\_\_  
Date of Public Hearing before Planning & Zoning Commission: \_\_\_\_\_ City Council: \_\_\_\_\_

