



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)

# VARIANCE OR WAIVER

## 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 VARIANCE OR WAIVER APPLICATION.**

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

### INSTRUCTIONS

- A variance request should be submitted at least four weeks prior to a meeting of the Board of Adjustment, Planning & Zoning Commission or other body authorized to consider such variance to provide for adequate time for staff review and analysis.
- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website ([www.leandertx.gov](http://www.leandertx.gov)) or at City Hall.
- City ordinances can be obtained at our website or City Hall.

### TYPE OF VARIANCE (CHECK APPROPRIATE BOX):

- Zoning:** \_\_\_\_\_  
Address
- Sign:** \_\_\_\_\_  
Identify
- Other:** \_\_\_\_\_  
Identify

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

**The following items are required to be submitted to the Planning Department in order for the Variance Request to be accepted for review.**

- \_\_\_ 1. Completed and signed application/checklist.
- \_\_\_ 2. One set of mailing labels to notify owners of property (as determined by the most recent tax rolls from the County Appraisal District) any part of which is located within 200 feet of the perimeter of the land for which the variance is requested.
- \_\_\_ 3. A tax map or maps highlighting the subject property and showing the line extending 200 feet from the perimeter of the subject property.
- \_\_\_ 4. Letter of intent describing the proposed appeal and stating the reasons/justification for request.
- \_\_\_ 5. Copy of current deed for subject property.
- \_\_\_ 6. Filing Fee (calculation listed below)

### FILING FEE CALCULATION:

Filing Fee:	\$ 400.00
Owner Notification Fee – \$5.00 per owner notification:	\$ _____
Notification Sign – \$30.00 per sign (one sign at edge of roadway frontage with signs no more than 300' apart along frontage):	\$ _____
Public Hearing Notification:	\$ 150.00
Professional Recovery Fee:	\$ 250.00
<b>TOTAL FEE</b> (due at the time of application submission):	<b>\$ _____</b>



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

**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 Notification in Newspaper: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

