



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)

AMENDED FINAL PLAT

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 FINAL PLAT APPLICATION.

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

An Amended Final Plat does not require a Concept Plan, Preliminary Plat, or Construction Plans. As prescribed by state statute, this application may be utilized to amend existing platted lots without vacation of the preceding plat, without a public hearing and without approval of other lot owners within the platted subdivision if it is utilized solely for one or more of the following purposes (check one or more as applicable):

- To correct an error in a course or distance shown on the preceding plat.
- To add a course or distance that was omitted on the preceding plat.
- To correct an error in a real property description shown on the preceding plat.
- To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments.
- To show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat.
- To correct any other type of scrivener or clerical error or omission previously approved by the City, including lot numbers, acreage, street names, and identification of adjacent recorded plats.
- To correct an error in courses and distances of lot lines between two adjacent lots if:
 1. Both lot owners join in the application for amending the plat,
 2. Neither lot is abolished,
 3. The amendment does not attempt to remove recorded covenants or restrictions, and
 4. The amendment does not have a material adverse effect on the property rights of the other owners in the plat.
- To relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement.
- To relocate one or more lot lines between one or more adjacent lots if:
 1. The owners of all those lots join in the application for amending the plat,
 2. The amendment does not attempt to remove recorded covenants or restrictions, and
 3. The amendment does not increase the number of lots.
- To make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
 1. The changes do not affect applicable zoning and other regulations of the City,
 2. The changes do not attempt to amend or remove any covenants or restrictions, and
 3. The area covered by the changes is located in an area that the City has approved, after a public hearing, as a residential improvement area, or
- To replat one or more lots fronting on an existing street if:
 1. The owners of all those lots join in the application for amending the plat,
 2. The amendment does not attempt to remove recorded covenants or restrictions,
 3. The amendment does not increase the number of lots, and
 4. The amendment does not create or require the creation of a new street or make necessary the extension of City facilities.

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 from the Planning Department.
- City ordinances can be obtained at our website or City Hall.
- ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Leander at our website or at city hall.
- Please refer to the “Submittal Schedule” for submittal deadlines (<http://www.leandertx.gov>).

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ___ 1. Completed and signed application form with owner’s original signature.
- ___ 2. Seven (7) sets of the amended plat – **18” X 24”** in size, collated and folded into fourths (9” X 12”) with the name of the subdivision showing. The original mylar is not submitted until all comments have been addressed.
- ___ 3. One (1) 11” x 17” set of prints of the amended final plat.
- ___ 4. Copy of deed showing current ownership.
- ___ 5. Copy of existing deed restrictions or covenants.
- ___ 6. Copy of certified tax certificate, applicant keeps the original for plat recording.
- ___ 7. Submit a recent Title Commitment (within one year).
- ___ 8. AFTER approval of the plat submit a AutoCAD or GIS digital file.
- ___ 9. Filing Fees (calculation listed below)

FILING FEE CALCULATION:

Filing Fee:	\$ 500.00
GIS Mapping Fee (only applies if the lot lines are changed):	\$ 75.00
Professional Recovery Fee:	\$ 250.00
TOTAL FEE (due at the time of application submission)	\$ _____

THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE PLAT AND/OR SUBMITTED WITH THE PLAT:

GENERAL INFORMATION

- ___ 1. The proposed name of the subdivision. The name should be the subdivision, lot(s) and block being replatted and followed by the word:
Amended
- ___ 2. The date, scale, north point, names and addresses of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).
- ___ 3. A location map. (Recommend USGS 7.5 minute quadrangle map.)
- ___ 4. Identification and location of proposed uses and reservations for all lots within the subdivision.
- ___ 5. The following note is shown:
This amended plat does not remove any restrictions. This subdivision is subject to all general notes and restrictions appearing on the plat of _____ recorded at _____ of the Plat Records of _____ County, Texas.
- ___ 6. Plat or deed references for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.
- ___ 7. Plat note stating as follows:
Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Leander.
- ___ 8. Plat note for single family plats as follows:
No driveway shall be constructed closer than 50' or 60% of parcel frontage, whichever is less, to the ROW of an intersecting local or collector street. No driveway shall be constructed closer than 100 feet or 60% of parcel frontage, whichever is less, to the ROW of an intersecting arterial street.
- ___ 9. Certification, signature and revision blocks as required by the City and County, including the following:
- a) A certified statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat (as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase) and the plat is in conformance with the Leander Subdivision Ordinance.
 - b) Owner's dedication statement signed and acknowledged by owners dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. All signatures are with permanent/waterproof ink and notary seals are legible.
 - c) If subdivision is not to be served by the City water system, provide a certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission.
 - d) If the subdivision is not to be served by an organized wastewater collection system, provide this note with the engineer's seal stating whether the tract is or is not located in the Edwards Aquifer Recharge Zone and a signature block certified by Deborah Marlow, Williamson County Director of Environmental Services for Williamson County:

Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of the Edwards Aquifer Regulations for Williamson County and the Williamson County On-Site Sewerage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County and Cities Health District (WCCHD) and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in the plat and the documents associated with it.

Deborah L. Marlow, RS, OS0029596
Environmental Services

Date

Or a signature block certified by Stacey Scheffel, Program Manager – On-site Waste Water Program for Travis County:

O.S.S.F. NOTES:

- 1. *No structure in this subdivision shall be occupied until connected to a public sewer system or a private on-site wastewater (septic) system that has been approved and licensed for operation by the Travis County On-Site Wastewater Program.*

2. No construction may begin on any lot in this subdivision until plans for the private on-site sewage disposal system are approved by the Travis County On-Site Wastewater Program.
3. Development on each lot in this subdivision shall be in compliance with the minimum requirements of the Title 30 of the Texas Administrative Code Chapter 285 and Travis County Code Chapter 48 that are in effect at the time of construction.
4. These restrictions are enforceable by the Travis County On-Site Wastewater Program.
5. All lots in this subdivision are restricted to one single family dwelling and appurtenant structures per acre.
6. No structure in this subdivision shall be occupied until connected to a potable water supply from an approved water system or a private well.
7. No water well in this subdivision may be located within 150 feet of the subdivision boundary without the consent of the adjoining land owner(s).

 Stacey Scheffel D. R., Program Manager,
 On-site Wastewater, Travis County TNR

 Date

- e) Lot area, width and depth, public utility and drainage easements, and setbacks conform to the requirements as established for the designated land use as set forth in the Zoning Ordinance.
- f) The County recording statement is located in the lower right hand corner of the signature page.

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
 COUNTY OF WILLIAMSON §

I, **NANCY RISTER**, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE DAY OF _____, 20____, AD, AT _____ O'CLOCK, ____M, AND DULY RECORDED THIS THE DAY OF _____, 20____, AD, AT _____ O'CLOCK ____M, IN THE PLAT RECORDS OF SAID COUNTY IN CABINET _____, SLIDE _____.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST SHOWN ABOVE WRITTEN.

NANCY RISTER, CLERK COUNTY COURT OF WILLIAMSON COUNTY, TEXAS

BY: _____ DEPUTY

Or

STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
 COUNTY OF TRAVIS §

I, DANA DEBEAUVOIR, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AFORESAID, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING, AND ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ___DAY OF_____, 20___, A.D. AT ___ O'CLOCK__M., AND WAS DULY RECORDED ON THIS THE ___DAY OF_____, 20___, A.D. AT ___ O'CLOCK__M, PLAT RECORDS OF SAID COUNTY AND STATE IN CABINET ___, SLIDES___WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN AUSTIN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: _____
 DANA DEBEAUBOVOIR
 CLERK, COUNTY COURT
 TRAVIS COUNTY, TEXAS

- g) If the property is in Travis County and within the City ETJ, provide a Travis County Commissioner's Court approval note.
- h) City approval statement as follows:

Approved this the ___ day of _____, 20___ A.D. and authorized to be filed for record by the County Clerk of _____ County.

 Wayne S. Watts, P.E., City Engineer
 City of Leander, Texas

ATTEST: _____
 Debbie Haile, City Secretary
 City of Leander, Texas

EXISTING CONDITIONS

- ___ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- ___ 2. Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer.
- ___ 3. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records. If easements are proposed to be removed, provide letters from all utility providers approving removal. Utility provider information can be obtained from the Planning Department.
- ___ 4. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of 1,000 feet of the subdivision boundary.
- ___ 5. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).
- ___ 6. The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.
- ___ 7. The location of the County line if it traverses the subdivision or is contiguous to the subdivision boundary.

SURVEY CONTROL INFORMATION

- ___ 1. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, accurately described and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
- ___ 2. Metes and bounds description
- ___ 3. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.
- ___ 4. Sufficient data for each lot to prove mathematical closure.
- ___ 5. AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83) Projection: Texas State Plane – Central Zone (4203)
Units: US Survey Feet

IMPROVEMENTS

- ___ 1. The location, bearings, distances, and widths of proposed easements to be dedicated to public use.
- ___ 2. A ten foot wide public utility, landscape and pedestrian access easement is dedicated and shown graphically adjacent to all street ROW. (Note: if use is single family or duplex, only dedicate a ten foot public utility easement).
- ___ 3. A two and a half foot wide public utility easement is dedicated and shown graphically on all side lot lines.
- ___ 4. Water Courses and Easements: Distances along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.
- ___ 5. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. If inside the City, lots are in conformance with the Leander Composite Zoning Ordinance. If outside the City, lots served by a central sewage system have a minimum area as provided in the Composite Zoning Ordinance in the zoning district appropriate for the proposed land use. Lots to be served by septic systems shall be a minimum of 20,000 square feet in area and conform to the County regulations based on percolation tests.
- ___ 6. The use, property dimensions, names and boundary lines of all reservations to be dedicated for public use, including schools, churches, parks and open spaces; common ownership; or subsequent development.
- ___ 7. The proposed location of sidewalks for each street shown as a dotted line inside the proposed right-of-way and the following sidewalk note:

Sidewalks shall be installed on the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.

- ___ 8. If inside the City limits, subdivision complies with the Composite Zoning Ordinance. If plat does not comply with existing zoning, a re-zoning application is enclosed.
Current zoning (if inside Leander) _____ (Do not show on plat)
- ___ 9. No lot has a lot line intersection of less than forty-five (45) degrees.
- ___ 10. All lots front on a public roadway.
- ___ 11. Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.
- ___ 12. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street.
- ___ 13. Single family and two family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.
- ___ 14. Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.
- ___ 15. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:
 - ___ Driveways would be located no closer than permitted by the Transportation Criteria Manual.
 - ___ The minimum width of the flag lot is no less than twenty five (25) feet.
 - ___ The narrow portion of the lot is dedicated as a common driveway access easement.
 - ___ No more than two "flag" lots are located side by side.
 - ___ The Fire Chief has no objection to the lot layout.
 - ___ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.
- ___ 16. A note is provided limiting access to a specified roadway if required.
- ___ 17. Is this plat subject to an approved PUD, PDD or developer agreement? (Y/N) If yes, provide a copy.
- ___ 18. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.
- ___ 19. For multi-lot non-residential plats, the following note is provided:
All lots contained in this subdivision and users thereof shall have reciprocal access for ingress and egress through all drive lanes, fire lanes and driveways.
- ___ 20. Certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (when community well serving more than 25 people for over 60 days a year or when connecting a private well to a public city system) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.

FINAL SUBMITTAL MEETING:

To expedite the review process, staff has implemented a Final Submittal Approval Process. This process replaces the regular review cycle and submittal cycle. Instead of providing a formal submittal, a meeting with the applicant and staff will be held. Projects are eligible for final submittal meetings when there are only a few minor comments remaining. Staff will notify the applicant in the comment letter when they are eligible. This meeting will require the applicant to bring:

- One final set of plans
- A comment response letter indicating how the staff comments were addressed.

SUPPORT DOCUMENTS

- ___ 1. Copy of approved application for flood plain map amendment or revision by FEMA (if applicable).
- ___ 2. Note: Original tax certificates from the Williamson County tax office (includes County, City, and ACC) and LISD tax office are required prior to recording.
- ___ 3. If the plat is in Williamson County, provide the owner's affidavit for recording.
- ___ 4. An affidavit of all bills paid and a release of liens or lien holder signature block on the plat document.
- ___ 5. Fee in-lieu of park land dedication (if applicable).

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: _____