



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)

CONCEPT 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 CONCEPT PLAN 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 form from the City's website (www.leandertx.gov) or from the Planning Department.
- 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 plan.
- ***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:

Submit the following items to the Planning Department or include on the Concept Plan:

- ___ 1. Completed and signed application/checklist.
- ___ 2. Fourteen (14) sets of prints of the concept plan – **24" X 36"** Collated and folded into fourths (9" x 12") with the name of the subdivision showing. (Original is not submitted.)
- ___ 3. One (1) 11" x 17" set of prints of the concept plan.
- ___ 4. ___ a. A tax map or maps highlighting the subject property and showing the line extending 200 feet from the perimeter of the subject property.
 ___ b. A computer printout from the appraisal district listing property owners within 200 feet of the property.
 ___ c. One set of mailing labels to notify owners of property (as determined by the most recent tax rolls from the County Appraisal District) with any part located within 200 feet of the subject property.
 ___ d. County short ID # of subject property _____.
- ___ 5. Copy of deed showing current ownership.
- ___ 6. A letter identifying proposed source of water/wastewater utilities and if annexation is proposed.
- ___ 7. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.
- ___ 8. Is this plan subject to an approved PUD, or development agreement? (Y/N) If yes, provide a copy.
- ___ 9. If the plan triggers a TIA (projected to generate 2,000 average daily trips or more), provide a copy of the TIA (see criteria below), or a request to pay a fee in lieu.
- ___ 10. Copy of park proposal (if residential development is proposed).
- ___ 11. Copy of certified tax certificate.
- ___ 12. Submit a recent Title Commitment (within one year).
- ___ 13. Filing Fee (calculation listed below).
- ___ 14. AFTER approval of the plan submit a AutoCAD or GIS digital file.

- ___ 15. Significant features on or within 200 feet of the property such as railroads, roads, buildings, utilities and drainage structures.
 - ___ 16. Approximate boundaries, development density and anticipated timing of proposed phases of development.
 - ___ 17. Identification of known exceptional topographical, cultural, historical, archaeological, hydrological and other physical conditions of the property to be developed, or existing within two hundred (200) feet of the property, which will require the establishment of reasonable design standards in excess of the established minimum standards or require a variance from those established minimum standards.
 - ___ 18. Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses or is contiguous to the development's boundary.
 - ___ 19. Provide an estimate of average daily trips to be generated by this development and include land use assumptions. Utilize assumptions that reflect land uses with the higher trip generation rates. If the proposed development generates traffic in excess of 2,000 average daily trips (based on the ITE Trip Generation Manual), provide one of the following:
 - a) Provide the following note for single family or two family development:
At the time of final plat, the applicant will provide a payment to the City in lieu of a TIA per residential unit.
 - b) Provide the following note for other than single family or two family development:
At the time of site development permit, the applicant will provide a payment to the City in lieu of a traffic impact analysis (TIA), unless a TIA for the entire development indicates that average daily trips are estimated below 2,000.
OR
 - c) A registered professional engineer is required to prepare a TIA after meeting with City staff to determine the geographic area to be included. The TIA is prepared to meet the criteria of the Transportation Criteria Manual and the City of Leander Roadway Adequacy Ordinance and includes the following:
 - Trips to be generated by the proposed development
 - Assignment of such trips to the road network analyzed
 - The capacity of affected thoroughfares before and after the proposed development
 - Specific recommendations for thoroughfare improvements and traffic control modifications needed to mitigate the traffic from the proposed development
 - The development project's proportionate share of the costs of such improvements and modifications
- * In the event a TIA is required, the following review fees apply:
- \$800.00 review fee plus \$100.00 per page or portion thereof (8.5"X11" pages, 12 pt font)
 - Please note, only half of this fee is charged if the application is reviewed by an outside consultant for the City and such fee is recovered with professional recovery fee.

PARK PLAN *(This plan is required only if the development proposal includes residential uses):*

___ 1. Choose one of the following five options, complete the information for that option and include this information on the face of the Concept Plan:

- OPTION ONE:** Land Dedication: (3.50 acres per 100 dwelling units) + Park Improvements Fee (\$350 per dwelling unit)

$$\begin{array}{rclclcl}
 \underline{\hspace{2cm}} & \div & 100 & \times & 3.50 & = & \underline{\hspace{2cm}} \\
 \text{(# of dwelling units)} & & & & & & \text{(proposed public park acreage)} \\
 \\
 \underline{\hspace{2cm}} & & & \times & \$400 & = & \underline{\hspace{2cm}} \\
 \text{(number of dwelling units)} & & & & & & \text{(proposed park improvements fee)}
 \end{array}$$

PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE

- OPTION TWO:** Land Dedication: (3.50 acres per 100 dwelling unit) + Park Improvements (A minimum of \$400 per dwelling unit must be spent on park improvements that meet City specifications)

$$\begin{array}{rclclcl}
 \underline{\hspace{2cm}} & \div & 100 & \times & 3.50 & = & \underline{\hspace{2cm}} \\
 \text{(# of dwelling units)} & & & & & & \text{(proposed public park acreage)} \\
 \\
 \underline{\hspace{2cm}} & & & \times & \$400 & = & \underline{\hspace{2cm}} \\
 \text{(number of dwelling units)} & & & & & & \text{(value of proposed park improvements)}
 \end{array}$$

- OPTION THREE:** Fee-in-Lieu of Land Dedication: (\$1,050 per dwelling unit) + Park Improvements Fee (\$400 per dwelling unit) – (Note: A fee-in-lieu of land dedication is typically approved only for short form plats, multi-family development, or if required park land is less than three acres.)

$$\frac{\text{_____}}{\text{(number of dwelling units)}} \times \$1,050 = \frac{\text{_____}}{\text{(proposed park land fee)}}$$

$$\frac{\text{_____}}{\text{(number of dwelling units)}} \times \$400 = \frac{\text{_____}}{\text{(proposed park improvements fee)}}$$

PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE

- OPTION FOUR:** Privately Owned & Maintained Parks: Private park land and park improvements meeting the public park standards.

$$\frac{\text{_____}}{\text{(number of dwelling units)}} \div 100 \times 3.50 = \frac{\text{_____}}{\text{(proposed private park acreage)}}$$

$$\frac{\text{_____}}{\text{(number of dwelling units)}} \times \$400 = \frac{\text{_____}}{\text{(value of proposed park improvements)}}$$

- OPTION FIVE:** Alternative Park Land Dedication and Park Improvements Plan: A customized plan that may include combinations of all other options.

$$\frac{\text{_____}}{\text{(number of dwelling units)}} \div 100 \times 3.50 = \frac{\text{_____}}{\text{(required park acreage) (proposed park acreage)}}$$

$$\frac{\text{_____}}{\text{(# of dwelling units)}} \times \$400 = \frac{\text{_____}}{\text{($ required park improvements) ($ proposed park improvements)}}$$

PAYMENT IS ATTACHED FOR PARK IMPROVEMENTS FEE

- ___ 2. If land is proposed to be dedicated based on the option selected, the land meets the following criteria:
- ___ Land shown as public park land or trails in the *City Parks, Recreation & Open Space Master Plan* that may fall within the proposed subdivision is shown as land to be dedicated as public park land.
 - ___ The dedicated land forms a single parcel or tract of land at least three (3) acres in size.
 - ___ At least fifty percent (50%) of the perimeter boundary of the park is provided with street frontage.
 - ___ Park land is proposed to be reasonably located near the geographic center of the development, within an area identified on the *City Parks, Recreation & Open Space Master Plan*, at the edge of a development so that additional land may be added at such time as adjacent land is developed, in an area that protects rare, unique, endangered, historic or other significant natural areas and/or provides linkage to parks, schools or public places, or areas that preserve the natural character of the surrounding environment.
 - ___ The developer proposes to restore and stabilize any disturbed soil and establish vegetative cover.
 - ___ If land is being dedicated for trail corridors, the natural character of the trail corridor is proposed to be preserved.
 - ___ If the land identified on the *City Parks, Recreation & Open Space Master Plan* exceeds the amount of land required for park land dedication, the remainder of the land not required for dedication may be shown as a reserve park lot to be purchased by the City, or, if approved, credit may be counted toward the required park improvements fee in an amount equal to the fee in-lieu value of the remaining land.
 - ___ Land within the one hundred (100) year flood plain and land that has greater than 15% slope do not constitute, in total, more than fifty percent (50%) of the land dedication requirement. In addition, for every acre of land dedicated for park land within the one hundred (100) year flood plain, or having a slope greater than 15%, only one-half (1/2) acre of park land dedication credit is provided. (Lands within an inundation easement falling outside of the one hundred (100) year flood plain may constitute up to one hundred percent (100%) of the land dedication requirement if such land remains undisturbed and in a pre-development condition, and if such land is not utilized for another public purpose.)
 - ___ In the owner's dedication statement, the park land is dedicated to the public and a label is shown on the lot as follows:

Hereby Dedicated as Public Park Land

- ___ 3. If park improvements are proposed, the improvements meet the following criteria:
 - ___ Proposed park improvements are listed on the short form final plat with the approximate value of each improvement. The total value of amenities and improvements is at least \$350 per residence.
 - ___ A note is shown on the short form final plat indicating that all proposed park improvements will meet *City Park & Facility Equipment Standards* and *U.S. Consumer Products Safety Commission - Publication 325*.
 - ___ Fiscal surety for the completion of all park improvements in the form of a letter of credit that does not

expire or cash escrow is provided.

- ___ 4. If **private** park land and/or facilities are proposed, they meet the following criteria:
- ___ Private parks are not proposed for land shown in the *City Parks, Recreation & Open Space Master Plan* as land to meet strategic needs for future parks and/or trails.
 - ___ Private ownership and perpetual maintenance of such areas and facilities are adequately provided for by recorded written agreement, conveyance, and/or restrictions **which are attached to this application**.
 - ___ The use of such areas and facilities shall be restricted to park and recreational purposes by a recorded covenant, which runs with the land in favor of the future owners of property, and which cannot be defeated or eliminated without the consent of the Council, **and such covenant is attached to this application**.
- ___ 5. If an alternative park plan is proposed, it meets the following criteria:
- ___ The amount of park land to be dedicated is no less than 75% of the amount required to be dedicated.
 - ___ Any reduction in the amount of park land required to be dedicated is offset by additional fee-in-lieu of land dedication in the amount of \$1,050 per residential unit, or additional park improvements in that amount. [Example: If 20 acres is required to be dedicated as park land, and the applicant proposes 16.5 acres, this would amount to a park land deficiency of 3.50 acres. 3.50 ac. is the equivalent of 100 residential units worth of park land dedication. The fee in lieu of park land dedication is equivalent to \$1050 per unit. Therefore, the fee-in-lieu amount or the increased amount of park improvements would be by $100 \times \$1,050 = \$105,000$.]
 - ___ If the amount of park improvements is proposed to be reduced, the reduced value of such improvements is compensated by an equal or greater increase in the value of park land to be dedicated. The calculation to convert park improvements value to additional park land is determined based on reducing the required park improvements dollar value by not more than the fee in-lieu dollar value of the additional park land to be dedicated. [Example: If \$500,000 worth of park improvements are required, and the applicant proposes \$395,000 worth of improvements, this would amount to a \$105,000 deficiency in park land improvements. Dividing this number by the fee in lieu value of park land required per lot (\$1,050) yields 100 units ($\$105,000 / \$1,050 = 100$). The park land requirement for 100 units is 3.50 acres. Therefore an additional 3.50 acres of land would be dedicated in lieu of the \$105,000 of improvements.]

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.

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: _____