



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 file #)

LICENSE AGREEMENT

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. Submit this proposal to the Planning Department (512-528-2750), 104 N. Brushy St., Leander, TX.

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
- This request will be reviewed by staff and City Council. The City Council will make the final decision.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- Letter outlining and requesting the license agreement including:
 - Requested Improvements
 - Proposed location
 - Subdivision Name
- Redline copy of the proposed license agreement (template available through the Planning Department)
- Exhibit showing the location of the proposed improvements in the ROW
- Certificate of liability insurance
- Check in the amount of \$250 for filing fees

