

PROJECT NAME: _____

SHORT FORM FINAL PLAT DETERMINATION FORM

GENERAL

The Short Form Final Plat Determination Form is used to confirm if a proposed subdivision is eligible for the short form platting process. A Short Form Final Plat is a subdivision of land that does not require offsite utilities or drainage, meets the Subdivision Ordinance criteria and complies with the Comprehensive Plan. A Short Form Final Plat does not require a Concept Plan, Preliminary Plat, or Construction Plans and must meet the criteria listed below.

If the Short Form Final Plat Determination confirms that the proposal is eligible for the Short Form Final Plat process, then the applicant may proceed with the submittal of the application.

A Traffic Study Screening Evaluation Form is required with this submittal ([page 5](#)). This application includes a Traffic Level Study Guide to provide assistance with this form ([page 3](#)).

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

CONTACT INFORMATION

Please contact the Development Services Department by emailing PRCTeam@leandertx.gov with any questions regarding this form.

INSTRUCTIONS

- Fill out the following form and checklist completely prior to submission. Incomplete submittals will not be accepted.
- Current applications and City ordinances may be found on the City's website (<http://www.leandertx.gov/ds>).
- Please refer to the "Overall Schedule" for review timelines. Applications may be submitted through the Development Hub at any time for preview. Once all items are confirmed and accepted, the review process will start.
- This form and the exhibit with the proposed lot lines and property location shall be uploaded to the Development Hub.
- Payment of Technology Fee: \$20.00

PROPERTY INFORMATION & PROPOSAL:

1. General property location: _____
2. Current legal description: _____
3. Property Acreage: _____
4. Please include an exhibit demonstrating the property location and proposed lot lines.

Yes	No	
☐	☐	Is the construction of a new public street necessary for each lot to have access on a public street?
☐	☐	Are off-site improvements necessary for utility service or drainage (including required fire flows)?
☐	☐	Is the proposed subdivision in compliance with the perimeter block length requirements of the Subdivision Ordinance?
☐	☐	Is the proposal in compliance with the Comprehensive Plan?
☐	☐	Does the replat include the entire original lot?

Owner Name: _____	Company: _____
Address: _____	City: _____ State: _____ Zip: _____
Email: _____	Phone: _____
Project Agent: _____	Company: _____
Phone: _____	Fax: _____
Address: _____	City: _____ State: _____ Zip: _____
Email: _____	Mobile: _____

[illegible]

TRAFFIC STUDY LEVEL GUIDE

NOTES:

1. This document is a companion to the Traffic Study Screening Evaluation Form and is a general overview of the traffic study level requirements for all projects.
2. A Traffic Study Screening Evaluation Form must be submitted with every proposed land development application.
3. City staff will review the screening form and determine the level of traffic study required based on the complexity of the proposed development and the threshold of projected added traffic from the proposed development, utilizing the latest edition of the ITE Trip Generation Manual.
4. All submitted technical letters, technical memoranda, analysis, and traffic impact analysis reports must be signed and sealed by a licensed professional engineer registered in the state of Texas or other qualified individual responsible for the supervision and preparation of the traffic study.
5. All traffic studies, except Level 0, will require a scoping meeting with City of Leander staff prior to preparation of the study.
6. Submittals of Traffic Studies for Levels 0, 1 and 2 will be submitted through the Development HUB as part of each land development application review. The initial land development application submittal will only require the Traffic Study Screening Evaluation Form. Subsequent review submittals will require the Traffic Study to be submitted as a review document. No separate traffic study application or review fee is required for Traffic Study Levels 0, 1, or 2.
7. Submittals of Traffic Studies for Levels 3 and Level 4 will require a separate Traffic Impact Analysis (TIA) Submittal Packet, and corresponding review fee, submitted through the Development HUB. The TIA Submittal Packet is available on the City Website.
8. All Traffic Studies shall expire after 5 years from the initial submittal date, and will be reevaluated, as determined by City Staff, for any updates required to the traffic study and recommended mitigating improvements.

LEVEL 0 {0 to 49 peak hour Trips, OR 0 to 249 new Daily trips}

This study level requires a project letter that includes a general project description and serves as documentation of the projected daily trips expected with the proposed land use development. The letter should also include any observations or recommendations needed with the proposed land development to address the safety and efficiency of the adjacent roadways, intersections, existing and proposed access points.

LEVEL 1 {50 to 99 peak hour Trips, OR 250 to 999 new Daily trips}

This study level requires a brief engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, and access points for the proposed land development, including access spacing, turn lanes, sight distance, and existing condition conflicts. Study may include the following elements as necessary: existing traffic, trip distribution, capacity analysis, traffic assignment at the proposed access points, and any recommendations. The submittal should be in the form of a technical letter or memorandum with supporting exhibits.

LEVEL 2 {100 to 299 peak hour Trips, OR 1,000 to 4,999 new Daily trips}

This study level requires an engineering study to evaluate the existing conditions, operational efficiency, and safety of the adjacent roadways, intersections, existing and proposed access for the proposed land development. The analysis should include access spacing, turn lanes, sight distance, existing condition conflicts, safety, capacity analysis, and operational impacts of the proposed land development on the existing roadway, adjacent driveways, access points, and nearby intersections. The study should also include the following elements as necessary: existing traffic counts, trip distribution and traffic assignment at the proposed access points, queueing and circulation analysis and recommended mitigations. The submittal should be in the form of a technical memorandum and other supporting documentation including exhibits, diagrams, tables, and analyses.

LEVEL 3 {300 to 699 peak hour Trips, OR 5,000 to 10,000 new Daily trips}

This study level requires a Traffic Impact Analysis (TIA). The TIA shall be performed according to the requirements of the City of Austin's Transportation Criteria Manual, dated 2020, and as determined during the TIA scoping meeting with City of Leander staff prior to beginning the study. The submittal should be in the form of a full engineering report including executive summary, written analyses, exhibits, graphics, figures, tables, existing traffic counts, background traffic, traffic growth projections, trip distribution, safety and operational impacts, capacity analysis, recommended mitigations, conclusions, appendices materials as necessary including traffic count data, traffic modeling printouts, and Synchro files.

LEVEL 4 {≥ 700 peak hour Trips, OR ≥ 10,000 new Daily trips, or ≥ 100 acres}

This study level requires a Traffic Impact Analysis (TIA) following the same requirements as a Level 3 Traffic Study above, but for a large, proposed master planned land development with multiple phases over several years. The Level 4 TIA submittal should follow the content requirements of a Level 3 traffic study, but with the additional expectation the study and recommended mitigations will need to be reevaluated and tracked at each phase, including a recommended timeframe for installation of the improvements, and refined and amended as the project evolves for the individual developments.



CITY OF LEANDER TRAFFIC STUDY SCREENING EVALUATION FORM

Proposed Development		Date Submitted:							
Name:		Project Number(s):							
Location:									
Applicant/Agent/Project Developer		Traffic Study Preparer							
Name:		Name:							
Phone:		Phone:							
Email:		Email:							
Has another traffic study been prepared at this location within the past (5) years?		☐ YES	If YES →	Date:					
		☐ NO		Project Number(s):					
Note: If needed, use additional sheet & attach	Land Use (ITE code)	Project Size (SF, units, etc.)	Zoning	Peak Hour Trips (adj. street)		Daily Trips			
				AM (in/out)	PM (in/out)				
Existing									
Total									
Proposed									
Total									
Total New Trips (increase/decrease from exist.) →									
Level 0 Traffic Study		Level 1 Traffic Study		Level 2 Traffic Study		Level 3 Traffic Study		Level 4 Traffic Study	
0 to 49 new pkhr trips OR 0 to 249 new daily trips		50-99 new pkhr trips OR 250 – 999 new daily trips		100 – 299 new pkhr trips OR 1,000 – 4,999 new daily trips		300 – 699 new pkhr trips OR 5,000 – 10,000 new daily trips		≥ 700 new pkhr trips OR ≥ 10,000 new daily trips OR ≥ 100 acres	
Evaluated By:	Recommendation (Circle One)	Level 0	Level 1	Level 2	Level 3	Level 4			
	Printed Name:				Comments :				
	Signature:								
	Date:								

This form shall be submitted with every development permit application to help determine the level of study required. City staff will notify the applicant to schedule a traffic study scoping meeting, if required. Note: The grey areas on this form are to be prepared by City of Leander Staff.
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