



Subdivision Development

Plat Recordation

Information & Procedures

Copies of this and other Development Packet Chapters are available online at:
www.roundrocktexas.gov/landdevelopment

Contents:

Important Notes about Plat Recordation

Plat Recordation: A Three-Step Process

Recordation Fees

Subdivision Review Contacts

Application for Recordation of a City of Round Rock Plat

Recordation Release Form

Affidavit for Recordation

Letter of Acceptance for Parkland Dedication

Planning and Development Services Department
City of Round Rock, Texas

Effective January 2012

Important Notes about Plat Recordation

- 1) Recordation packets must be submitted in person. A completeness check must be performed at the time of submittal. Couriered applications will be returned by mail the following business day.
- 2) The application and supporting documents must be originals. Copies or electronic versions cannot be accepted.
- 3) The recording process takes an average of **fifteen (15) business days** after a complete and accurate packet of recordation materials is submitted to the Planning Department. Please note, if property is dedicated or conveyed by separate document to the City (e.g., drainage easements, parkland dedication deeds, etc.), allow **an additional fifteen (15) business days** for the City's legal staff to draft these documents. Deed applications must be submitted prior to submitting for recordation. Applications for recordation will not be accepted until the deed process (Step 2) is completed (if necessary).
- 4) Plats will not be sent to Miller Blueprint for reproduction until all materials have been reviewed and approved and all Departmental releases have been issued.
- 5) Williamson and Travis County Clerks will review Plats and related materials when they are presented for recording. It is the applicant's responsibility to ensure all County Clerk's requirements have been satisfied.
- 6) The Planning Director or designee shall obtain the required City signatures on each reproducible copy of the Plat. After all signatures required for recordation have been affixed to the Plat, the Planning Director or designee shall present the prescribed County recording fee and the Plat to the Office of the County Clerk for recording.
- 7) The official copy of the Recorded Plat shall be maintained at the Office of the County Clerk. A copy of the Recorded Plat shall be maintained in the files of the Planning Department and the original returned to the engineer of record.
- 8) Upon recordation of the Plat, the Planning Director or designee shall distribute the copies of the Plat to the City, County and other appropriate public and private entities requiring such information. A distribution list of said entities shall be on file in the Planning Department.

Plat Recordation: a Three-Step Process

Step 1 – Pre-Recordation

In order for the approved Plat to be recorded,

_____ The plat must satisfy ALL conditions of the Planning & Zoning Commission's approval;

_____ The plat **must include notarized signature(s) of**

_____ All current owners;

_____ All current lien holders, if any

Prior to submitting recordation materials, the applicant is responsible for ensuring all obligations have been satisfied as demonstrated with a **signed Recordation Release Form (attached) from the following departments:**

_____ Forestry (for final plats approved before July 1, 2010) or PDS (Planning & Development Services Office) (for plat approved after July 1, 2010)

_____ PARD (acknowledging receipt of executed copies of the Parkland Letter of Intent, Parkland Letter of Acceptance, and payment of fees or donation of parkland).

_____ PDS Engineer. Please reference the Subdivision Closeout Section of items needing attention to obtain this signature.

Step 2 – Plats Requiring Donation Deeds

* If property **will not be conveyed** to the City in conjunction with the plat, skip this step.

* If a right-of-way donation deed, parkland donation deed, drainage lot deed, etc. is associated with this plat, **the applicant must complete the following process before moving to Step 3.**

- a) Provide the exhibits required by the Donation Deed Section
- b) The City Attorney will review the packet and prepare a deed for the conveyance. **Please note: This review and preparation process may take two to three weeks.**
- c) The Planning Department will forward the prepared deed to the applicant for signature.

Note: Steps 1 and 2 can be initiated simultaneously. However, you must complete Steps 1 and 2 before moving to Step 3.

Step 3 – Recordation Check List

The Applicant must submit this check list with the following recordation materials to a Planner or Planning Technician in the Planning Department. When all of the items listed below have been assembled, please contact the Planning Department to schedule a packet completeness review.

- _____ Signed applicant form (see Application for Plat Recordation form in following pages);
- _____ Completed and signed Recordation Release Form(s),
- _____ An applicant-executed (signed and notarized, but not recorded) deed for the conveyance of property as prepared by the City Attorney in Step 2, if applicable;
- _____ An abstractor's certificate, which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable; A "Nothing Further" certificate will only suffice if the original Abstractor's Certificate/Property Owner's Report is submitted simultaneously;
- _____ Current original tax certificates: County, City and Schools. NOTE: During the month of January, tax certificates showing monies owed for the prior year need to be accompanied with a receipt of taxes paid in full;
- _____ Original Williamson County affidavit certifying tax certificates (see Affidavit for Recordation form, in following pages);
- _____ Fees for preparing reproducible drawings required to record the Plat (by check made payable to "Miller Blueprint");
- _____ The prescribed County recordation fees (by check made payable to "Williamson County" and/or "Travis County", whichever is applicable);
- _____ City of Round Rock GIS recording fee;
- _____ Receipt from the City of Round Rock for PID Fees, if applicable; and
- _____ Receipt from Williamson County for Road District Fees, if applicable.

Other Fees, if applicable:

- _____ Recordation Fees for separate instrument documents;
- _____ Annexation Fees, payable to the City of Round Rock;

**** All items must be submitted as a set and will be subject to a completeness check ****

If you have further questions about the recordation process, please contact the Planning and Development Services Department at 512-218-5428.



MEMORANDUM

TO: Development Community

FROM: Ashley Lumpkin, AICP, Planner
Planning and Community Development Department

DATE: March 1, 2012

SUBJECT: Recordation Fees

Please refer to the following tables for the appropriate check amounts and payable information.

Miller Blueprint fees: (revised 7-1-2011)

Plat Size	1 page	2 pages	3 pages	4 pages	5 pages
Delivery Charge	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Negative	\$30.55	\$61.10	\$91.65	\$122.20	\$152.75
Photo Mylar (City)	\$35.35	\$70.70	\$106.05	\$141.40	\$176.75
8.25% tax	\$4.79	\$9.17	\$13.54	\$17.92	\$22.30
Total	\$76.75	\$148.09	\$219.42	\$290.76	\$362.10

The Miller Blueprint processing fee can be charged directly to the engineer's account, if preferred. If you choose this method, please forward a letter on company letterhead referencing the account number and permission for the charges to be applied to the appropriate account. Or make the check payable to Miller Blueprint.

Williamson County recording fees: (revised 3/1/2012)

Plat Size	1 page	2 pages	3 pages	4 pages	5 pages
Amount	\$86.00	\$161.00	\$236.00	\$311.00	\$386.00

Please make the check payable to Williamson County. Checks more than 60 days old will not be accepted.

City of Round Rock GIS fee: \$25.00 per lot.

Please make the check payable to the City of Round Rock.

Please share this information with the appropriate individuals within your organization. Thank you for your cooperation in this matter.

City of Round Rock Development Contacts

Planning and Development Services Department

301 W. Bagdad, Suite 210, Round Rock, Texas 78664 Ph: 512-218-5428 Fax: 512-218-3286

Peter Wysocki, AICP, Director of PDS 512-218-5418 pwysocki@round-rock.tx.us

Application Requirements, Review and Approval Process, Easement Dedications and Vacations, Parkland and Right-of-Way Donations by Deed

Lee Heckman, AICP, Principal Planner 512-671-2727 lheckman@round-rock.tx.us
Ashley Lumpkin, AICP, Planner 512-218-5429 alumpkin@round-rock.tx.us
Diane Buck, Planner Tech II 512-341-3166 dbuck@round-rock.tx.us

Forestry and Zoning Compliance

Taylor Horton, AICP, Senior Planner 512-341-3175 thorton@round-rock.tx.us
Kamie Fitzgerald, Planner Tech II 512-671-2702 kfitzgerald@round-rock.tx.us

Floodplain & Drainage Requirements, Utilities, and Subdivision Improvements

Aneil Naik, Engineering Associate IV 512-671-2753 anaik@round-rock.tx.us
Laton Carr, PE, Engineer 512-218-3238 lcarr@round-rock.tx.us
Ryan Beardmore, Storm Water Specialist 512-671-2752 beardmore@round-rock.tx.us

Fiscal Posting and Construction Plan Close Out

Mianne Haley, Development Technician 512-218-7045 mhaley@round-rock.tx.us

Transportation Department

2008 Enterprise Drive, Round Rock, Texas, 78664 Ph: 512-218-5562 Fax: 512-218-3242

Transportation Requirements

John Dean, Transportation Planner 512-218-6617 jdean@round-rock.tx.us

Parks and Recreation Department

301 W. Bagdad, Suite 250, Round Rock, Texas 78664 Ph: 512-218-5540 Fax: 512-218-5548

Parkland Dedication, Trails, and Forestry in Existing Subdivision

David Buzzell, Parks Development Manager 512-341-3345 dbuzzell@round-rock.tx.us
Emsud Horozovic, Forestry Manager 512-341-3350 ehorozovic@round-rock.tx.us

Fire Department

203 Commerce Blvd., Round Rock, Texas 78664, Ph: 512- 218-5590; Fax: 512-218-5594

Fire Safety in Subdivision Design

Captain Mark Selby, Fire Marshall 512-218-6633 selby@round-rock.tx.us

Utility and Environmental Services Department

2008 Enterprise Drive, Round Rock, Texas 78664 Ph: 512-218-5556 Fax: 512-218-5563

Utility Planning and As-Built Plans

Michael Thane, Director 512-218-3236 mthane@round-rock.tx.us
Terrell Wilkey, Water Distribution Analyst 512-341-3145 twilkey@round-rock.tx.us
Jimmy Vrabel, Engineering Technician II 512-218-6604 jvrabel@round-rock.tx.us
Ryan Beardmore, Storm Water Specialist 512-671-2752 rbeardmore@round-rock.tx.us



Recordation Application for Plats in the City of Round Rock

Planning & Development Services Department (PDS) 512-218-5428

Subdivision/Plat Information

(attach additional sheets as needed)

Name: _____

Total # of Lots: _____ Acreage: _____

Legal Description: _____

Property Owner (s): _____

Lien Holder (s): _____

Applicant/Primary Contact

Name: _____

Firm/Agency: _____

Address: _____

Ph: _____ Fax: _____ Email: _____

Applicant Signature

This is to certify that the materials submitted for plat recordation are complete and correct. Ownership and/or lien holder information as listed on the plat is accurate as of the date of this application and as of the date of plat recordation.

Signature: _____

Print name: _____ Date: _____



Recordation Release

Planning & Development Services Department (PDS) 512-218-5428

Date: _____

To: Director Peter Wysocki, AICP
Planning & Development Services Dept.
City of Round Rock, Texas
301 W. Bagdad Avenue, Suite 210
Round Rock, Texas 78664

RE: Proposed release of the following Subdivision Plat:

This letter confirms that all subdivision requirements have been met and the above referenced Plat may be released for recordation. After a thorough review, the respective City Departments have no objection to the plat being recorded and have indicated their agreement by signing below.

Sincerely,

Applicant Signature

Date

* * *

Planning & Development Services Office (PDS) Engineer

I have reviewed the Subdivision Plat application referenced above and consent to the Plat's release for Recordation.

Signature: _____

Print name: _____ Date: _____

Parks Development Division, Parks & Recreation Department (PARD)

I have reviewed the Subdivision Plat, and acknowledging receipt of executed copies of the Parkland Letter of Intent, Parkland Letter of Acceptance, and payment of fees or Parkland Dedication Deed.

Signature: _____

Print name: _____ Date: _____

Urban Forestry Division, PARD (for final plats approved before July 1, 2010)

Planning & Development Services Office (PDS) (for final plats approved after July 1, 2010)

I have reviewed the Subdivision Plat application reference above and consent to the Plat's release for Recordation

Signature: _____

Print name: _____ Date: _____



Affidavit for Recordation for Subdivisions in the City of Round Rock

Planning & Development Services Department (PDS) 512-218-5428

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is _____. I am over the age of eighteen years. _____ (the “Owner”, whether one or more) is/are the sole owner(s) of the property described in the plat of the subdivision to be known as _____ (the “Subdivision”).

I am the Owner or authorized representative of the Owner. The original tax certificate(s) attached to the plat of the Subdivision describe all of the property contained within the Subdivision and all taxing entities with jurisdiction over the Subdivision.”

(Signature)

(Printed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned, a notary public in and for said county and state, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the _____ day of _____, 20_____

NOTARY PUBLIC in and for the State of Texas

SEAL

My commission expires: _____



Letter of Acceptance for Mandatory Parkland Dedication

Parks & Recreation Department (PARD) 512-218-5540
Planning & Development Services Department (PDS) 512-218-5428

Project name: _____

Project acreage: _____ Zoning /proposed zoning: _____

Property owner or authorized agent

Name: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Parkland Contribution

Parkland contribution requirements are given in the Code of Ordinances Sections 36-72 through 36-80, available online at www.roundrocktexas.gov/ordinances. For further information regarding parkland dedication, contact Parks Development Manager David Buzzell at 512-341-3345, dbuzzell@round-rock.tx.us.

Park Zone(s) for proposed project (refer to Park Zone map): _____

Number of park acres *required* to be dedicated: _____

Number of park acres to be dedicated: _____

AND / OR

Amount for Fee in Lieu of Parkland Dedication to be paid: \$_____

Other improvements or items related to Parkland Dedication (list):

Signature of Property Owner or Authorized Agent Date

Signature of Acceptance by PARP Director Date