



Subdivision Development

Donation Deed

Application & Information Packet

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

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Planning and Development Services Department
City of Round Rock, Texas

Effective January 2012

Donation Deed Application Requirements

- Please note that Applications may be submitted in person by the applicant or applicant's agent, and may be sent via postal mail.
- Please note that the application will not be forwarded for action unless all application requirements have been met.

DOCUMENT REQUESTED: (Please check one.)

Parkland Donation Deed Drainage Lot Donation Deed
 Right-of-Way Donation Deed Other _____

Please complete the necessary information in the following Project Information Sheet and Project Application and return the completed forms along with the required documents listed below and any applicable EXHIBITS to City of Round Rock Planning Department. Please allow a minimum of _____ for our Legal Department to prepare.

A copy of the proposed or recorded Plat showing the area to be conveyed and relevant plat notes, if any. If property is being conveyed by a metes and bounds description, provide the exhibit listed below.

In order to verify proof of ownership, a deed will need to be provided showing the current owner of the property being conveyed.

If the ownership involves a corporation, a Corporate Resolution giving the officer authorization to convey the property is required. If not a corporation, proof of signatory authority.

A Title Policy covering the property to be conveyed for Parkland or Right-of-Way. A Title Policy if requested by legal or when improvements are required by the Development Services Office on Drainage Lot Deeds.

An Abstractor's Certificate/Property Owner's Report no older than 30 days covering the property if a Title Policy is not required.

Release of Lien, Partial Release of Lien or other documentation for the lot or tract of land being conveyed in order to remove all encumbrances and cure any defects to title, if any.

*** Note: Before a lot or tract of land is accepted or released by the City, the lot must be free and clear of all encumbrances. ***

Exhibits -- Field notes and sketch providing legal description of the property being conveyed if the property has not been platted.

1 CD containing **Digital Field Notes and Sketch** matching the original paper field notes. Provide versions in the following formats:

Adobe Acrobat Reader (.pdf)
AutoCad (.dwg)

Note: Files shall be georeferenced to the State Plane Grid Coordinate System – Texas Central Zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network, State Plane or Latitude/Longitude. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.

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 idean@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



Project Application (Page 1 of 2)

City of Round Rock · Planning & Development Services Department
301 Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

A. Project Information

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

- | | | | |
|-------------------------------------|---|---------------------------------------|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation (<u>circle one</u> : plat, easement or building line) |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | |
| <input type="checkbox"/> PUD | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Donation |

Revision of Approved Plan/Plat? Y N Name: _____

Jurisdiction: City Limits ETJ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

Applicant's Signature

Applicant's role: Owner Developer Other: _____

I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Staff Use Only Application No: _____ Date: _____



Project Application (Page 2 of 2)

City of Round Rock · Planning & Development Services Department
301 W. Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

B. Contact Information

I. Property Owner

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Owner's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

III. Developer

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Developer's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____



Donation Deed

Project Information Sheet

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

Project Name: _____

Subdivision Name: _____

Deed Information

Name of owner/officer signing deed: _____

County of residence: _____

Property & Legal Description

Address: _____

Tax Appraisal Dist. ID# (s): _____

Subdivision: _____

Phase: _____ Section: _____

Block: _____ Lot: _____

Cabinet/Slide or Document #: _____

- OR -

Survey Name & Abstract #: _____

To be donated: Square feet: _____ Acres: _____

Owner Information

Name: _____ Title: _____

Firm name (if applicable); _____

Firm address: _____

Ph: _____ Fax: _____ Email: _____

Applicant's Contact Information

Name: _____ Title: _____

Firm name (if applicable); _____

Firm address: _____

Ph: _____ Fax: _____ Email: _____

City of Round Rock Information

Council or P&Z Date (if applicable): _____

Staff person requesting deed _____

Staff person phone #: _____