



Subdivision Development

Minor Plat

Application Information & Procedures

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

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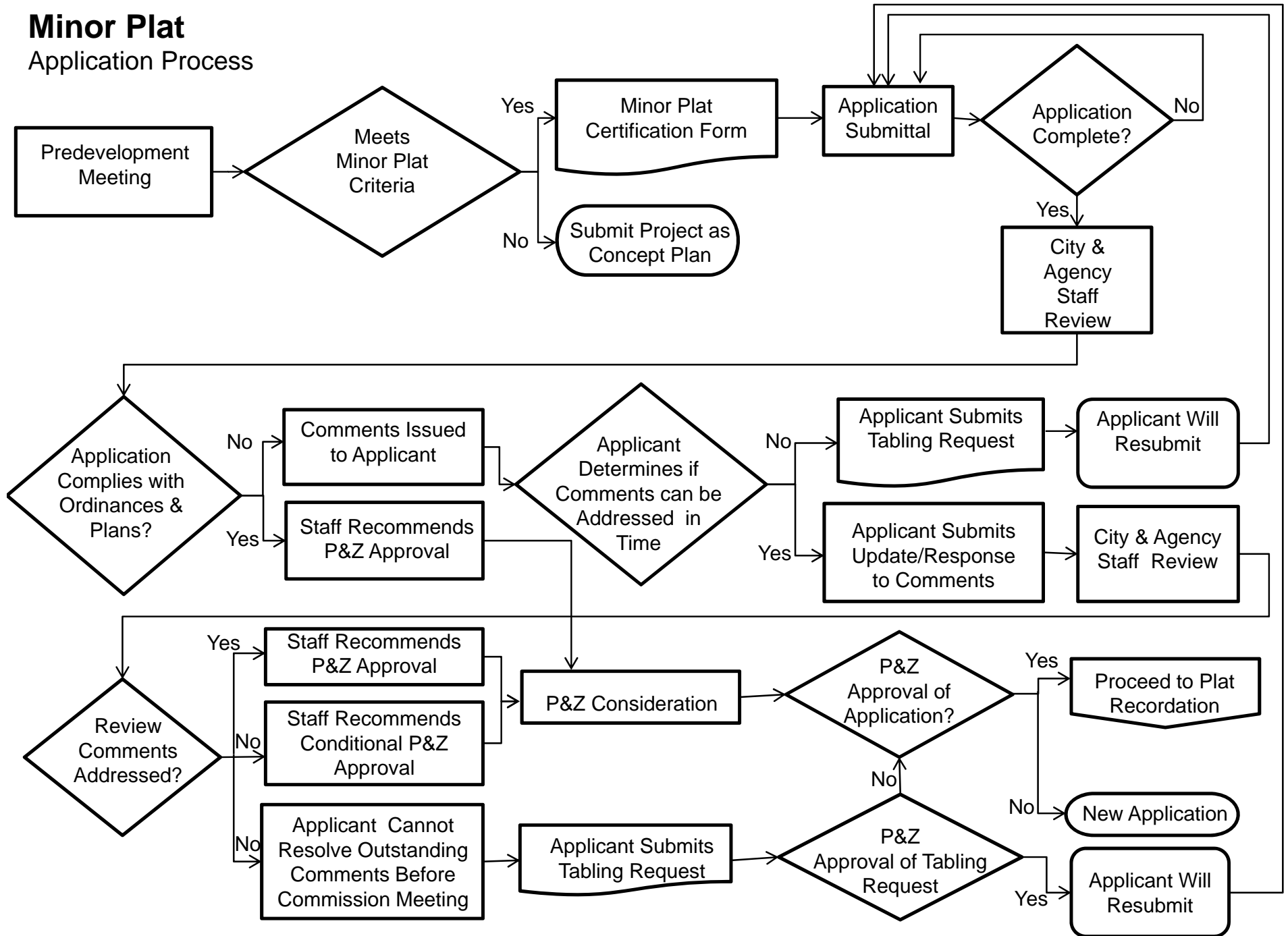
 Project Application

 Minor Subdivision Final Plat Certification Form

**Planning and Development Services Department
City of Round Rock, Texas**

Effective January 2012

Minor Plat Application Process



Minor Subdivision Final Plat Review Process

This chapter of the Development Packet consists of information and required forms for Minor Subdivision Final Plat applications.

The purpose of the Minor Subdivision Final Plat is to allow for a review by the Planning and zoning Commission and to establish an approved legally recordable plat of the proposed subdivision or addition. The application is intended to expedite the platting process for qualifying subdivision by not requiring the submission and approval of a Concept Plan and Preliminary Plat.

Minor Plat Review Process

An application is submitted on the Official Filing Date and reviewed for completeness (see attached Minor Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Minor Plat Content). Comments generated during that review are forwarded to the Applicant within 10 calendar days.

The Applicant typically has 1 week to respond to comments. After the applicant has completed the requested modifications or otherwise addressed review comments, an updated plat, specified number of paper copies, and supporting materials shall be submitted to PDS for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Zoning Commission approve the application. Minor plats do not require subsequent City Council approval.

After approval by the Planning and Zoning Commission, PDS staff will notify the Applicant of the Commission's decision. If an application was conditionally approved, the Applicant shall either correct the original mylar submitted with the response to comments, or shall submit a reproducible corrected mylar and a specified number of paper copies to PDS, if applicable.

Any conditions of application approval and/or corrections to the Minor Plat must be satisfied prior to recordation, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

An approved Minor Plat shall expire two years from the Planning and Zoning Commission approval date if it has not been recorded.

Deadlines and Meeting Dates

Applications for Minor Plats are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City staff and subsequent review by the Planning and Zoning Commission.

Each of these review cycles begins approximately five (5) weeks part. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at <http://www.roundrocktexas.gov/docs/predevconfchecklist.pdf>.

Before submitting an application, the Applicant shall verify the deadline for filing an application with Planning and Development Services (PDS) and the date of the Planning and Zoning Commission meeting.

Subdivision Ordinance, Design & Construction Standards, & Other Requirements

This chapter of the Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements found in Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010, as amended, the Parkland Dedication or Tree Protection Requirements, or the Design and Construction Standards adopted by the City Council. Please review applicable chapters of the Code of Ordinances and adopted Standards prior to application submittal.

The City of Round Rock Code of Ordinances is at:

<http://www.roundrocktexas.gov/ordinances>.

The Design and Construction Standards (DACS) are available online at:

<http://www.roundrocktexas.gov/home/index.asp?page=319>

Requirements for a Traffic Impact Analysis, Parkland Dedication, and Tree Protection & Mitigation will vary depending on the scope of the Minor Plat and the date of approval of the existing recorded plat. For additional information, please contact John Dean (512-218-6617), David Buzzell (512-341-3345), or Taylor Horton (512-314-3175), respectively.

Pre-Development Conference & Minor Plat Certification

Prior to submitting a Concept Plan application, the Applicant shall schedule a pre-development conference with the PDS to discuss the proposed development. A checklist for the pre-development conference is included in this chapter and is available online at: http://www.roundrocktexas.gov/docs/presubmittal_meeting_request_form.pdf.

At the Pre-development Conference, the Applicant must demonstrate the proposal meets all the Minor Plat criteria (see checklist on following page) in order to qualify for a Minor Subdivision Final Plat application.

Please contact PDS (512) 218-5428 to schedule a pre-development conference for platting. Please forward items noted on the checklist to PDS well in advance of the scheduled conference to allow time for staff review and any associated research. During or shortly after the pre-development conference, staff will determine if the proposal qualifies for Minor Plat status. An executed Minor Subdivision Final Plat Certification Form (see attached) must accompany all Minor Plat applications.



Pre-Development Meeting Request

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

Please forward the completed form to Kamie Fitzgerald via fax (512) 671-2751 or email (kfitzgerald@round-rock.tx.us) to schedule a pre-development meeting.

Requested meeting date: _____

Choose one:

Address: _____

Tax Appraisal Dist. ID# (s): _____

Legal Description: _____

Proposed land use: _____

Questions to be addressed:

Scope of work and City permitting steps to be discussed:

Contact Information

Name: _____

Firm name (if applicable): _____

Address: _____

Ph: _____ Fax: _____ Email: _____

The pre-development meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications comments are to be expected that were not discussed at the meeting. Nor shall the date of the meeting be construed as the submittal date for the application

Minor Subdivision Final Plat Criteria

1. The property is located within the city limits of the City of Round Rock, or, within both the water and wastewater CCN of the City of Round Rock if located within the ETJ and annexation is not proposed;
2. The proposed subdivision or addition is not encumbered with FEMA or the Ultimate Floodplain;
3. A tree survey and/or inventory has been approved by the Forestry Manager and mitigation, if any, has been deferred to site planning or permitting stage;
4. The number of proposed lots does not exceed four (4) and all lots are platted simultaneously (i.e., no sections or phases);
5. The proposed subdivision or addition is less than ten (10) acres;
6. The proposed subdivision or addition includes all of the Parent Tract;
7. Parkland dedication requirements will be met through payment in lieu of acreage dedication and the property is not encumbered by a proposed trail;
8. There are no requirements for additional off-site or on-site Public Improvements;
9. The proposed subdivision or addition abuts a publicly maintained street and does not involve dedication of additional right-of-way;
10. A TIA has been approved or there is no requirement for a TIA at the subdivision stage, as indicated by a Letter of Deferment or Waiver;

PLEASE NOTE: Satisfaction of the above criteria does not guarantee the application may be filed as a Minor Subdivision. Site specific characteristics will also be considered. The Planning and Zoning Commission may require standard platting procedures (i.e., concept plan, preliminary plat, and final plat), if the Director of PDS determines that the plat is inconsistent with any element of the General Plan or any established City ordinances, codes or policies.

At or after the Pre-development Conference, the Developer must obtain the signature of the Director of PDS confirming the application meets the criteria provided above, and that the application has been approved for filing as a Minor Subdivision Final Plat on the Certification Form (see attached)

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

**Revised 2012
 Platting and Zoning Submittal and
 Planning and Zoning Commission Review Schedule**

Submittal Day 12 Noon Deadline (Tuesday unless noted)	Public Notice Deadline* (Monday unless noted)	Planning & Zoning Commission Meeting (Wednesday unless noted)	Tentative Corresponding City Council Meeting (Thursday unless noted)
11/15/11	11/28/11	12/14/11	01/12/12
01/03/12	1/17/12 (Tuesday)	02/01/12	03/08/12
02/07/12	2/21/12 (Tuesday)	03/07/12	04/12/12
03/13/12	3/26/12	04/11/12	05/10/12
04/17/12	4/30/12	05/16/12	06/14/12
05/22/12	6/4/12	06/20/12	07/26/12
06/26/12	7/9/12	07/25/12	08/23/12
07/31/12	8/13/12	08/29/12	09/27/12
09/04/12	9/17/12	10/02/12 (Tuesday)	11/08/12
10/09/12	10/22/12	11/07/12	12/06/12
11/13/12	11/26/12	12/12/12	01/10/13
01/02/13 (Wednesday)	1/14/13	01/30/13	02/28/13

All information for platting and zoning submittals must be delivered to the Planning Department designated representative by the **12 Noon deadline** on the date indicated as Submittal Day. Applications must be hand delivered by the applicant and/or authorized agent (no runners/couriers). No Planning and Zoning Commission Meetings are scheduled in January or September of 2012.

For additional information, please contact Diane Buck at 512-341-3166 or 512-218-5428.

* Determination will be made if Zoning or Concept Plan application is proceeding to the Planning and Zoning Commission in the current cycle. For Replat application deadlines, please contact staff.

Minor Subdivision Final Plat Content (must be shown on Plat)

- 1) Title of subdivision
- 2) North arrow on plat schematic
- 3) Schematic drawn at a scale 1" = 100'
- 4) Scale bar and numeric scale
- 5) The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE (e.g., ROW, Residential, Open Space, etc.)
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE:
- 6) Location map with north arrow
- 7) Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
- 8) A legend with all acronyms defined.
- 9) Boundary survey with bearings and distances; boundary shown in solid bold lines
- 10) Point of beginning labeled on plat and described in a metes and bounds description
- 11) Tie across adjacent streets to determine right-of-way width(s).
- 12) Monumentation (review requirements contained in this Development Packet)
- 13) Dashed lines showing the names and dimensions of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property.
- 14) Dashed lines showing adjacent streets, onsite and offsite easements.
- 15) Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan as amended.
- 16) Label all ROW widths.
- 17) Streets: street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
- 18) Streets: complete curve and line data, in a table if applicable
- 19) Lot and block lines
- 20) Numbers on all proposed lots and letters on proposed blocks
- 21) Dimensions for front, rear, and side lot lines

- 22) Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
- 23) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- 23) Existing easements:
- a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents shall be provided.
- 24) Proposed easements:
- a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
 - b) Provide bearing and distance calls for all proposed easements and label as "Hereby Dedicated"
- 25) Depiction of the ultimate 4% annual floodplain and ultimate 1% annual floodplain.
- 26) One or both of the following notes shall be added to the plat as applicable:
- a) If the ultimate 1% annual floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

"No portion of this tract is encroached by the ultimate 1% annual floodplain."
 - b) If the ultimate 1% annual floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 1% annual floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."
- 27) Depiction of Zone A & AE FEMA floodplain with hatching or shading.
- One of the following notes shall be listed on the plat:
- "No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for Williamson County, Texas."
- OR
- "A portion of this tract is encroached by special flood hazard areas inundated by the 1% annual flood as identified by the U.S. federal emergency management agency

boundary map (Flood Insurance Rate Map) community panel number _____,
effective date _____, for Williamson County, Texas.”

- 28) All drainage easements shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:
“No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.”
- 29) Location of all existing & proposed drainage features and required off-site extensions.
- 30) Plat note stating: Building setbacks shall be in accordance with Chapter 46, Zoning, Code of Ordinances, City of Round Rock, Texas, 2010, as amended
- 31) Plat note stating: Sidewalks shall be constructed in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010, as amended, and with the Design and Construction Standards.
- 32) Plat note stating: A ten foot (10') PUE and sidewalk easement abutting and along the street side property line is hereby dedicated for all street side property lots shown hereon.
- 33) If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010, as amended.
- 34) Signed and sealed surveyor’s certification.
- 35) Signed and sealed engineer’s certification.
- 36) Current and complete ownership dedication statement(s) with lien holder approval, if applicable and all appropriate signature blocks. **Note: Signature blocks will vary.** (see attached examples.)

Signature Blocks for Corporate Entity

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain ____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[signature]
[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20 __, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas
Printed Name: _____
My Commission Expires:

Signature Blocks for Corporate Entity

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain ____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name:

My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien holder)

By:

_____, its _____

(Typed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, _____.

Notary Public, State of Texas

Printed Name:

My Commission Expires:

Signature Blocks for Natural Persons

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20 ____,
by _____ .

Notary Public, State of Texas

Printed Name: _____

My Commission Expires:

Signature Blocks for Natural Persons

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public be known as _____ subdivision.

[signature]
[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,
By _____ .

Notary Public, State of Texas

Printed Name: _____

My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

[Name of Lien holder]

By:

_____, its _____

[Typed Name]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,
by _____ .

Notary Public, State of Texas

Printed Name:

My Commission Expires:

City of Round Rock Certification & Signature Block
(for Plats in *Williamson County*)

Approved this _____ day of _____, 201__, by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

Al Kosik, Chairman

APPROVED, on the _____ day of _____, 201_____.

City of Round Rock Certification & Signature Block
(for Plats in *Travis County*)

Approved this _____ day of _____, 201__, by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Travis County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

Al Kosik, Chairman

APPROVED, on the _____ day of _____, 201_____.

County Clerk Signature Block
(for Plats in *Williamson County*)

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

THAT I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATION OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ___ DAY OF _____ A.D., 201___, AT ___ O'CLOCK ___ M. AND

DULY RECORDED ON THE ___ DAY OF _____, A.D., 201___ AT ___ O'CLOCK ___ M. IN THE PLAT RECORDS OF SAID COUNTY, IN DOCUMENT NO. _____.

WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST ABOVE WRITTEN.

NANCY RISTER, CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

BY: _____
DEPUTY

County Clerk Signature Block
(for Plats in *Travis County*)

STATE OF TEXAS §
COUNTY OF TRAVIS §

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20___, A.D. AT _____ O'CLOCK ___M., DULY RECORDED ON THE _____ DAY OF _____, 20___, A.D. AT _____ O'CLOCK ___M., OF SAID COUNTY AND STATE IN DOCUMENT NUMBER _____ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS _____ DAY OF _____, 20___, A.D.

DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

DEPUTY

**Certificate, Signature, and Seal of the
Licensed Surveyor who Prepared the Plat**

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, 2010 Edition as amended.

Signature and Seal of Licensed Surveyor

Date

**Certificate, Signature, and Seal of a
Registered Professional Engineer**

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that the information contained on this plat complies with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, 2010 Edition as amended, and the Design and Construction Standards adopted by the City of Round Rock, Texas.

Signature and Seal of Licensed Engineer

Date

Minor Subdivision Final Plat Application Requirements

The Applicant shall submit a Minor Subdivision Final Plat application to the Planning Department for approval by the Planning and Zoning Commission that includes all of the following:

- **Please note that Minor Plat Applications must be submitted in person by the applicant or applicant's agent. Applications submitted by a delivery service will NOT be accepted.**
- **Please note that the Minor Plat application will NOT be considered complete or filed unless all the application requirements are met.**

The Applicant shall submit a Final Plat application that contains all of the following:

1. ____ Completed **Project Application** (included in the following pages of this packet).
2. ____ Completed **Minor Plat Certification Form** signed by the Director of PDS confirming the tract of land qualifies as a Minor Subdivision Final Plat;
3. ____ **Utility Service Letter** - 1 copy of a signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts;
4. ____ **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 - 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas;
5. ____ **Letter of Intent for Parkland Dedication** - 1 copy of an *City-approved Letter of Intent* (see attached); any required Parkland Dedication fees will be posted with the Parks Department prior to plat recordation;
6. ____ **Tree Replacement** - 1 copy of the *City-approved Letter of Agreement*, as approved by the Development Services Manager (any required fiscal will be posted with the DSO Manager prior to plat recordation);
7. ____ **Tree Survey (A or B):**
 - A) ____ 1 copy of a tree survey, at the same scale as the Minor Plat, that identify the size and location of all protected trees per the requirements of Chapter 14, Article III, City of Round Rock, Code of Ordinances, 2010 Edition, as amended. For each copy, the Tree Survey shall be superimposed graphically on the plat.

OR

 - B) ____ 1 copy of a **Partial Tree Survey or Tree Inventory**, as defined in Chapter 14, Section 20 and pursuant to the requirements of this Code;

AND

____ 1 copy of a **Letter of Approval** from the Development Services Manager approving the submittal of a Partial Tree Survey or Tree Inventory;
8. ____ An **abstractor's Certificate/Property Owner's Report**, 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/Property Owner's Report shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat

9. ____ 1 copy of the **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;
10. ____ 1 copy of the **deed(s)** identifying the owners of the property;
11. ____ **Aerial photo** - 2 copies of an at the same scale as the reproducible drawing;
12. ____ **Utility Schematics** - 1 paper copy that indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.
13. ____ **Drainage Schematics** - 1 paper copy of drainage schematics that indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.
14. ____ **Minor Plat** - 5 paper copies with the title of the subdivision appearing on the outside and folded to a 9" x 12" size;
 - ____ Signed and sealed by Engineer;
 - ____ Signed and sealed by Surveyor;
 - ____ If plat is in the ETJ, it must be signed by the FEMA Floodplain Administrator for Williamson County and may require WCCHD approval. (See "Platting in Round Rock's ETJ" in the Reference Section for additional information.);
15. ____ **Digital Files** - 1-CD, that contains the following:
 - 1) **Digital Versions - in Adobe Acrobat pdf format - of the Above Requirements**
 - ____ Utility Service Letter
 - ____ TIA Letter
 - ____ Drainage Study Letter
 - ____ Approved Letter of Intent for Parkland Dedication
 - ____ Tree Survey Letter
 - ____ Aerial Photo
 - 2) **Digital Versions of the Subdivision Plat:**
 - ____ 1 Adobe Acrobat file (.pdf) 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;
 - ____ 1 AutoCAD file (.dwg) version of the same;
 - ____ 1 Adobe Acrobat file (.pdf) of the Plat; and
 - ____ 1 Adobe Acrobat file (.pdf) of the Plat reduced to 11 x 17 inches

3) Digital Versions of the Utility and Drainage Schematics

____ 1 AutoCAD file (.dwg) version of the utility schematics

____ 1 AutoCAD file (.dwg) version of the drainage schematics

16 ____ **Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Checks shall be made payable to the City of Round Rock and are based on the following:

Application Fee	\$500.00
<u>Legal Fee</u>	<u>\$100.00</u>
TOTAL	\$ _____



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, |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | easement or building line) |
| <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: _____



Minor Subdivision Final Plat Certification

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

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

The undersigned do hereby certify that the proposed _____

Subdivision/ Addition consisting of _____ acres qualifies as a Minor Subdivision in accordance with Section 42 of Chapter 36, Subdivision Ordinance, City of Round Rock Code of Ordinances, 2010 Edition, as amended.

Peter Wysocki, AICP
Director of Planning and Development Services

Date