



Subdivision Development

Preliminary Plat

Application Information & Procedures

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

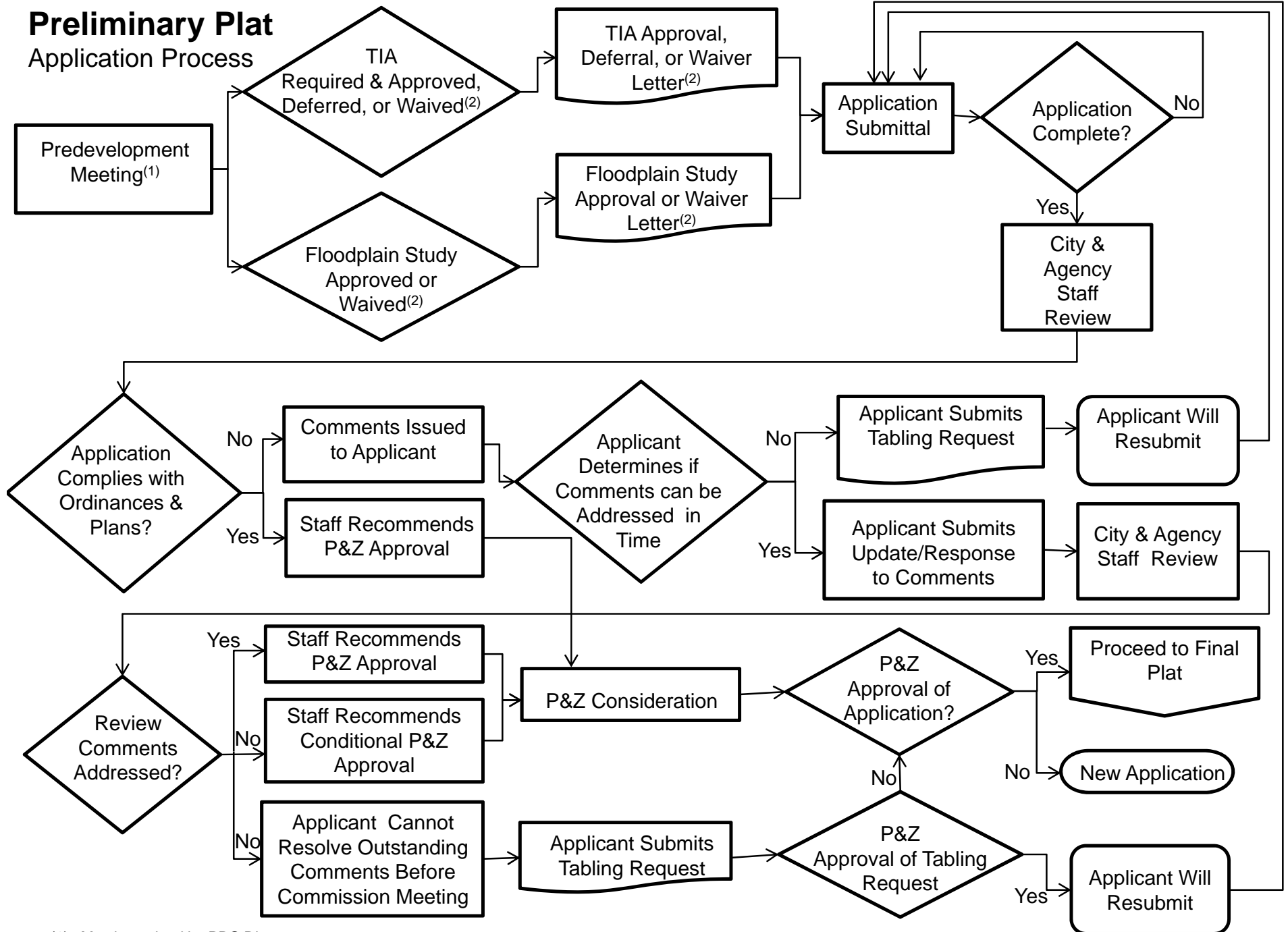
Contents:

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Planning and Development Services Department
City of Round Rock, Texas

Effective January 2012

Preliminary Plat Application Process



(1) May be waived by PDS Director

(2) May have been addressed at Concept Plan stage

Preliminary Subdivision Plat

This section of the Development Packet consists of information and required forms for Subdivision Preliminary Plats.

The purpose of a Preliminary Plat is to present a detailed layout of the proposed subdivision in order to facilitate review by the Planning and Zoning Commission of the proposal's street and drainage systems, easements, utilities, building lots, and other lots, including parkland.

The Applicant shall submit a Preliminary Plat application to PDS for approval by the Planning and Zoning Commission. The Preliminary Plat shall conform with the approved Concept Plan. If the Concept Plat was approved with conditions, all conditions shall be satisfied prior to the submittal of a Preliminary Plat application.

If the Preliminary Plat does not conform to the approved Concept Plan, a new or revised Concept Plan shall be submitted in conjunction with the Preliminary Plat. Dependent on the changes proposed with the Concept Plan, public notice and a public hearing may be required.

If an approved Planned Unit Development (PUD) is to serve as the Concept Plan for a proposal, the PUD must clearly state this is the case. If the Preliminary Plat does not conform to the approved PUD, a new or revised PUD shall be submitted in conjunction with the Preliminary Plat. Dependent on the changes proposed, public notice and a public hearing may be required for the PUD amendment.

If the proposed subdivision is outside City Limits and annexation is not proposed, please review the Platting in the ETJ Chapter for additional County requirements.

Preliminary Plat Review Process

An application is submitted on the Official Filing Date and reviewed for completeness (see attached Preliminary Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Preliminary 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. Preliminary 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 Preliminary Plat must be satisfied prior to submittal of an associated Final Plat, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

Approved Preliminary Plats shall expire after three years unless a Final Plat for a portion of the Preliminary Plat has been approved and recorded, in which case the Preliminary Plat is extended three additional years from the date each additional final plat is recorded. If a Preliminary Plat expires, the associated Concept Plan shall also be deemed expired. Major revisions to a Preliminary Plat (see subsection 36-40(f)) require approval by the Planning and Zoning Commission and shall extend the Preliminary Plat for three (3) years from the date of Commission approval. A minor revision to a Preliminary Plat, that is administratively approved, does not extend the expiration date beyond the three (3) years from the original date of approval by the Planning and Zoning Commission, extensions for recorded Final Plats notwithstanding.

Deadlines and Meeting Dates

Applications for Preliminary Plats (whether original or revised) 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/p-z_schedule.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 section 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/dacs>

Requirements for a Traffic Impact Analysis, Parkland Dedication, and Tree Protection & Mitigation shall have been addressed at the Concept Plan stage. For additional information, contact John Dean (218-6617), David Buzzell (341-3345), or Taylor Horton (314-3175), respectively.

Pre-Development Conference

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

Please contact PDS (512) 218-7043 to schedule a pre-development conference for platting. Please forward items noted on the checklist to PDS five days in advance of the scheduled conference to allow time for staff review and any associated research.

During or after the Pre-development Conference and before submitting an application, the Applicant must verify the deadline for filing an application with Planning and Development Services (PDS) and the date of the Planning and Zoning Commission meeting.

Pre-Development Conference Checklist

The Applicant must attend a Predevelopment Conference prior to the filing of an application for review of a Preliminary Plat.

The Applicant must provide five copies of a subdivision sketch or plan to PDS staff five business days before the intended meeting date to allow time for staff review. Specifics of the sketch include:

1. Subdivision Sketch (Schematic);
 - 5 drawn at a scale of 1" = 100' if less than 100 ac. or 1" = 200' if greater than 100 acres; and
 - 1 schematic reduced to 11" x 17"
2. Alternately, a pdf format file of the schematics may be sent via email to PDS staff.
3. The following items must be shown on the plans:
 - Title of the Project at the top of the page;
 - Owner's name, address, phone number, & fax number;
 - Agent's name, address, phone number & fax number;
 - North arrow;
 - Topographical information;
 - 1% annual FEMA floodplain (if applicable) and any significant water features;
 - Streets;
 - Number and size of lots; and
 - Neighboring development or acreage



Presubmittal Meeting Request Form

Instructions: Forward the completed form to Kamie Fitzgerald via fax (512) 671-2751 or email (kfitzgerald@round-rock.tx.us) to schedule a presubmittal meeting.

- 1) Requested meeting date:

- 2) Choose one:
Legal Description, Address, or R# from Williamson County Appraisal District

- 3) Proposed land use:

- 4) Contact Name:

- 5) Contact Phone:

- 6) Contact Email:

- 7) Project Owner's Name and Address:

- 8) Questions to be addressed:

- 9) Scope of work and City permitting steps to be discussed:

The presubmittal 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

**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.

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

Preliminary Plat Content (must be shown on Plat)

- 1) Unique Subdivision name; title must include the word "Revised" if preliminary plat is changed after Planning Commission acceptance and reference original subdivision if the name has changed.
- 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) A legend with all acronyms defined.
- 8) Phasing clearly defined if applicable.
- 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) Survey tie across adjacent streets to determine right-of-way width(s)
- 12) Monumentation (review requirements contained in Development Packet)
- 13) Topographic features with two (2) foot interval contour lines
- 14) Existing planimetric features
- 15) Dashed lines showing the names and widths of adjacent recorded subdivisions or property lines with names and acreage of adjoining unplatted property
- 16) Dashed lines showing adjacent streets, onsite and offsite easements.
- 17) Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
- 18) Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan (March 2004) as amended.
- 19) Label all ROW widths.
- 20) Street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.

- 21) Lot and block lines
- 22) Numbers on all proposed lots and letters on proposed blocks
- 23) Dimensions for front, rear, and side lot lines
- 24) Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size for all lots (square feet) included in the plat
- 25) Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- 26) If dedicating parkland to the City of Round Rock, a plat note stating: "Parkland shall be dedicated to the City of Round Rock by separate document prior to or in tandem with the recordation of the Final Plat."
- 27) 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 (except those dedicated by a recorded plat) shall be provided.
- 28) 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 dimensions of proposed easements and label as "Proposed"
- 29) Depiction of the ultimate 25 year floodplain and ultimate 100 year floodplain.
- 30) 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."
- 31) 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.”

“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.”

- 32) 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.”
- 33) Location of all existing & proposed drainage features and required off-site extensions.
- 34) Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Section 121 of Chapter 36).
- 35) Plat note stating: Building setbacks shall be in accordance with Chapter 46, Zoning, City of Round Rock Code of Ordinances, 2010 Edition, as amended.
- 36) Plat note stating: Sidewalks shall be constructed in accordance with Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended, and with the Design and Construction Standards.
- 37) 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.
- 38) If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended.
- 39) Plat note stating:
“This plat conforms to the Concept Plan approved by the Planning and Zoning Commission on [INSERT APPROVAL DATE] .”

Or:

“This Preliminary Plat conforms to the Concept Plan in PUD# _____ as approved by the City Council on [INSERT APPROVAL DATE].”

Preliminary Plat Application Requirements

- **Please note that Preliminary 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 Preliminary Plat will NOT be considered complete or filed unless all the application requirements are met.**

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

1. ____ Completed **Project Application** (included in the following pages of this packet).
2. ____ Completed **Affidavit of Ownership** (see following);
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; **OR** B) Stating there has been no change to the utility scenario since the previous submittal;
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 + 0.10 feet precision for monuments found or set within the corporate limits of any city in Texas;
5. ____ **TIA Letter** - 2 copies of written confirmation from the Transportation Director approving, deferring, or waiving a TIA pursuant to the requirements of Chapter 36, Article IV, Section 106 of Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended;
6. ____ **Letter of Intent for Parkland Dedication** - 1 copy of the City approved Letter of Intent (as approved during the Concept Plan; for PUDs that served as a Concept Plan an applicant completed Letter, see attached);
7. ____ **Phase I Environmental Assessment** - A current assessment according to federal standards, for the dedicated parkland, if acreage is proposed to be dedicated;
8. ____ **Tree Survey (A or B):**
 - A) 1 copy of a tree survey, at the same scale as the Preliminary Plat, that identify the size and location of all protected trees per the requirements of Chapter 14, Article II, City of Round Rock, Code of Ordinances, 2010 Edition, as amended. For each copy, the Tree Survey shall be superimposed graphically on the preliminary plat.

OR

 - B) ____ 1 copy of a **Partial Tree Survey or Tree Inventory**, as defined in Chapter 14, Article II, Section 20 and pursuant to the requirements of Chapter 14, Article II, Section 25 of the Code

AND

1 copy of a letter of **approval from the Forestry Manager** approving the submittal of a Partial Tree Survey or Tree Inventory;
9. ____ **Tree Replacement** - 1 copy of a Letter of Agreement addressing the tree replacement plan;

10. ____ 1 copy of a letter from the **Williamson County 911 Addressing Division** indicating street name approval;
11. ____ **Utility Schematics** - 1 paper copy of utility schematics 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.
12. ____ **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.
13. ____ **Preliminary Plat** - 5 paper copies of the Preliminary Plat with the title of the Plat appearing on the outside and folded to a 9" by 12" size;
14. ____ **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
15. ____ **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
Lot Fee:	Number of Lots ____ x \$25 =	\$ _____
Legal Fee		\$100.00
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: _____



Affidavit of Ownership for Preliminary Plats

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.

(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 Intent

for Mandatory Parkland Dedication

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

Project name: _____

Submission level: Concept Plan Preliminary Plat Final Plat

Project acreage: _____ Zoning /proposed zoning: _____

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 *proposed* to be dedicated: _____

Proposed park Improvements (list):

AND / OR

Amount required for Fee in Lieu of Parkland Conveyance: \$ _____

Property owner or authorized agent

Signature: _____

Printed Name: _____ Date: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Approval of Intent

Park Development Manager _____ Date _____

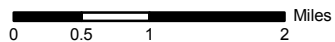
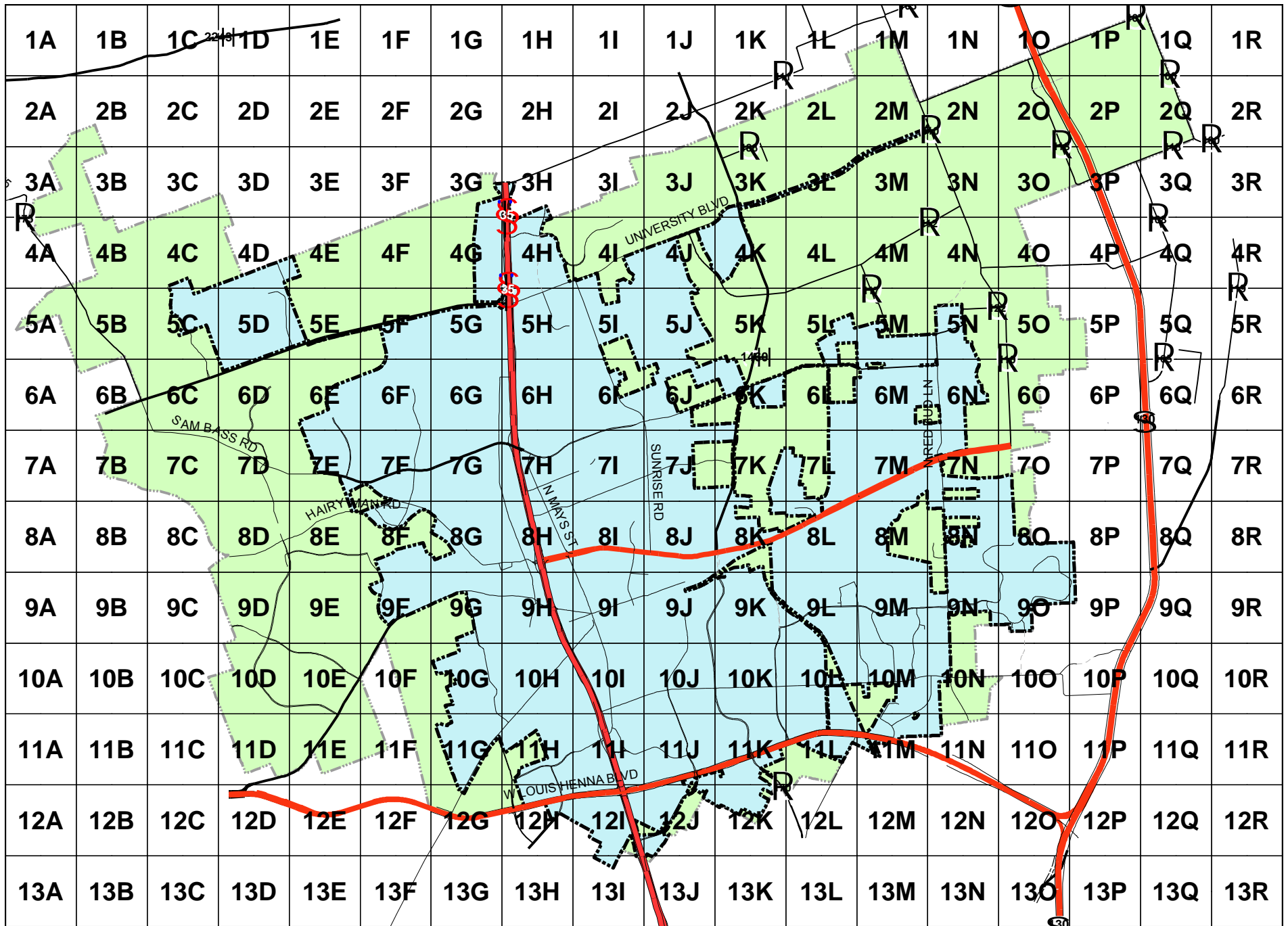


Exhibit A - Park Zones

385.15 acres per zone