



ROUND ROCK, TEXAS
PURPOSE. PASSION. PROSPERITY.

Site Development Permit

Application Requirements & Procedures for the Development Review Committee (DRC)

This packet update includes the following new requirements:

- Vesting Determinations [Page 3](#)
- Revised Submittal Schedules:
 - Standard Review [Page 6](#)
 - Short Cycle [Page 22](#)

**Planning & Community Development Department
City of Round Rock, Texas**

Revision Date: December 1, 2009

Development Packet for Site Development Permit

This Development packet includes the procedural information, checklists and forms necessary for obtaining site plan approval and a site development permit through the Development Review Committee (DRC).

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Getting Started

When do I need a site development permit?

The applicability of site plan review is established by Section 11.306 of the Zoning Ordinance, which states that Site Development Permits are required for the following:

- Site development of **all** properties **other than** single-family and two-family (duplex) properties;
- License Agreements (for structures or landscaping in a public right-of-way);
- Wireless Transmission Facilities (cell towers), and additions of ground-mounted equipment to existing WTFs;
- Modifications to existing site features, such as relocating curb cuts, driveways or changes in total parking

Building Permits will not be issued until the applicant has obtained a Site Development Permit.

Site plan review process overview

Before submitting any application, the applicant must schedule a presubmittal conference to discuss the proposed development, and review procedures and scheduling. Please contact Kamie Fitzgerald at 512-671-2702, kfitzgerald@round-rock.tx.us to schedule this conference. Additional information and a [presubmittal meeting request form](#) are given on pages 8 and 9.

The process consists of the following steps:

- Step 1 Presubmittal meeting
- Step 2 Preliminary Site Plan Review (not required for “small projects”)
- Step 3 Full Site Plan Review (including “small projects” and phased site plans)
 - Resubmittals
 - Short Cycle Submittal
- Step 4 Approval of site plans and issuance of site permit
 - Approval Extensions
 - Site Plan Amendments (to approved plans)

Vesting

If you feel that your project may have vested rights, you should seek a determination from the Planning Director. Otherwise, current regulations will be applied to your project. For a vesting determination, please submit a letter that explains the case and includes the following information:

- a) Dates of all application submittals;
- b) Current status of all applications;
- c) Plat recordation date (*if applicable*);

- d) Copy of Subdivision Development Permit (*if applicable*);
- e) The specific regulations that you are seeking a vesting determination from.

Be advised that in accordance with Chapter 245 of the Texas Local Government Code, certain regulations are exempt from vesting claims. Regardless of vesting, your project must comply with present zoning regulations unless they deal specifically with the following items:

- Landscaping;
- Tree Preservation;
- Open Space or Park Dedication;
- Property Classification;
- Lot size;
- Lot Dimensions;
- Lot Coverage;
- Building Size;
- Municipal Covenants that change allowed development.

Note that codes such as the Building, Fire, Electrical, Plumbing, and Mechanical are exempted from vesting claims. Additionally, regulations that pertain to utilities and flood plains are exempt from vesting claims. Finally, be advised that vested rights do expire. If your development application (*plat or site development permit*) has expired, your vested rights have also expired. Additionally, if a period of at least two years has passed since plat recordation, and you have not submitted a complete site development permit application, your vested rights have expired. Finally, vesting rights can only be sought for projects that have had applications submitted on or after September 1, 1997.

Site Development Permit Expiration

- A. Per the Zoning Ordinance (11.114) (2) (b), a NON-APPROVED site development permit application expires 180 days after the initial submittal. A one-time 180-day extension may be granted by the Zoning Administrator for good cause demonstrated by the applicant. The applicant shall submit a written request justifying the extension at least 10 working days prior to application expiration.
- B. Per the Zoning Ordinance (11.301) (6) (a), expiration of an APPROVED site development permit is 12 months from sign-off of the permit.
- C. Upon expiration of the first phase of a site plan, the entire plan is considered expired and must be resubmitted to the Development Review Committee for review and a new application.
- D. As with any approved DRC site plan permit, there is a period of one year prior to expiration. If a building permit has been issued, or construction on the next phase has begun, then the life of the permit will extend until the project is closed-out. The owner will have a period of one year between project close-out and initiating the next phase of construction before a permit will expire.
- E. Once a permit has expired (*approved or non-approved*), a complete application refilling is required. This includes all applicable fees and documents for a full DRC review.

Development Review Committee Contacts

The Development Review Committee (DRC) is a staff working group representing the various city departments that review site plans (Planning, Engineering & Development Services, Building Inspection, Transportation, Fire, Utilities and Forestry). The Committee reviews site plan submissions as an interdepartmental committee for compliance with all applicable codes. In cases where comments conflict, the DRC resolves the conflict before comments are transmitted to the applicant.

When your application is submitted, a reviewer from each department will be assigned. Once comments are received, it is recommended that the applicant call the reviewer to coordinate a response to the comments. The DRC Chair's responsibility includes coordination of the process, coordination of conflicting comments, and assisting with the transition of the project between platting, site development permitting, and building permitting.

DRC Chair:

Brad Wiseman (512) 341-3321 bwiseman@round-rock.tx.us

Assistant to the DRC Chair:

Kamie Fitzgerald (512) 671-2702 kfitzgerald@round-rock.tx.us

Building Inspection:

Mark Remmert (512) 218-6600 markr@round-rock.tx.us

Engineering & Development Services Division:

Aneil Naik (512) 218-7043 anaik@round-rock.tx.us

Ryan Beardmore (512) 671-2752 rbeardmore@round-rock.tx.us

Laton Carr (512) 218-3238 lcarr@round-rock.tx.us

Fire Department:

Mark Selby (512) 216-6633 selby@round-rock.tx.us

Billy Wusterhausen (512) 218-6632 bwusterhausen@round-rock.tx.us

Mike Heard (512) 218-3204 mheard@round-rock.tx.us

Forestry Division (Parks & Recreation Department):

Emsud Horozovic (512) 341-3350 ehorozovic@round-rock.tx.us

Ricci Strayhorn (512) 218-5540 rstayhorn@round-rock.tx.us

Planning Department:

Taylor Horton (512) 341-3175 thorton@round-rock.tx.us

Transportation Department:

John Dean (512) 218-5562 jdean@round-rock.tx.us

Billy Ortiz (512) 671-2873 bortiz@round-rock.tx.us

Utility Department:

Terrell Wilkey (512) 341-3145 twilkey@round-rock.tx.us



Development Review Committee (DRC)

2010 Submittal and Review Schedule (pg. 1 of 2)

Submittal Deadline: 5:00 p.m.

SUBMITTALS DUE BY 5:00 p.m.	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP AT NOON
01/04/2010	01/06/2010	01/20/2010	01/22/2010
01/11/2010	01/13/2010	01/27/2010	01/29/2010
*01/19/2010 (Tuesday)	01/20/2010	02/03/2010	02/05/2010
01/25/2010	01/27/2010	02/10/2010	02/12/2010
02/01/2010	02/03/2010	02/17/2010	02/19/2010
02/08/2010	02/10/2010	02/24/2010	02/26/2010
*02/16/2010 (Tuesday)	02/17/2010	03/03/2010	03/05/2010
02/22/2010	02/24/2010	03/10/2010	03/12/2010
03/01/2010	03/03/2010	03/17/2010	03/19/2010
03/08/2010	03/10/2010	03/24/2010	03/26/2010
03/15/2010	03/17/2010	03/31/2010	04/02/2010
03/22/2010	03/24/2010	04/07/2010	04/09/2010
03/29/2010	03/31/2010	04/14/2010	04/16/2010
04/05/2010	04/07/2010	04/21/2010	04/23/2010
04/12/2010	04/14/2010	04/28/2010	04/30/2010
04/19/2010	04/21/2010	05/05/2010	05/07/2010
04/26/2010	04/28/2010	05/12/2010	05/14/2010
05/03/2010	05/05/2010	05/19/2010	05/21/2010
05/10/2010	05/12/2010	05/26/2010	05/28/2010
05/17/2010	05/19/2010	06/02/2010	06/04/2010
05/24/2010	05/26/2010	06/09/2010	06/11/2010
*06/01/2010 (Tuesday)	06/02/2010	06/16/2010	06/18/2010
06/07/2010	06/09/2010	06/23/2010	06/25/2010
06/14/2010	06/16/2010	06/30/2010	07/02/2010
06/21/2010	06/23/2010	07/07/2010	07/09/2010
06/28/2010	06/30/2010	7/14/2010	07/16/2010
*07/06/2010 (Tuesday)	07/07/2010	7/21/2010	07/23/2010

Schedule continues next page →

* Altered submittal and review schedule due to holidays.

The average submittal takes 14 working days between submittal and receipt of comments. Please use the DRC Submittal Checklist to prepare your application submittal.

PLEASE CONTACT KAMIE FITZGERALD AT (512) 671-2702 WITH ANY QUESTIONS



Development Review Committee (DRC)

2010 Submittal and Review Schedule (pg. 2 of 2)

Submittal Deadline: 5:00 p.m.

SUBMITTALS DUE BY 5:00 p.m.	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP AT NOON
07/12/2010	07/14/2010	07/28/2010	07/30/2010
07/19/2010	07/21/2010	08/04/2010	08/06/2010
07/26/2010	07/28/2010	08/11/2010	08/13/2010
08/02/2010	08/04/2010	08/18/2010	08/20/2010
08/09/2010	08/11/2010	08/25/2010	08/27/2010
08/16/2010	08/18/2010	09/01/2010	09/03/2010
08/23/2010	08/25/2010	09/08/2010	09/10/2010
08/30/2010	09/01/2010	09/15/2010	09/17/2010
*09/07/2010 (Tuesday)	09/08/2010	09/22/2010	09/24/2010
09/13/2010	09/15/2010	09/29/2010	10/01/2010
09/20/2010	09/22/2010	10/06/2010	10/08/2010
09/27/2010	09/29/2010	10/13/2010	10/15/2010
10/04/2010	10/06/2010	10/20/2010	10/22/2010
10/11/2010	10/13/2010	10/27/2010	10/29/2010
10/18/2010	10/20/2010	11/03/2010	11/05/2010
10/25/2010	10/27/2010	11/10/2010	11/12/2010
11/01/2010	11/03/2010	11/17/2010	11/19/2010
11/08/2010	11/10/2010	11/24/2010	*11/24/2010 (Wednesday)
11/15/2010	11/17/2010	12/01/2010	12/03/2010
11/22/2010	11/24/2010	12/08/2010	12/10/2010
11/29/2010	12/01/2010	12/15/2010	12/17/2010
12/06/2010	12/08/2010	12/22/2010	*12/22/2010 (Wednesday)
12/13/2010	12/15/2010	12/29/2010	*12/30/2010 (Thursday)
12/20/2010	12/22/2010	01/05/2011	01/07/2010
12/27/2010	12/29/2010	01/12/2011	01/14/2010

* Altered submittal and review schedule due to holidays.

The average submittal takes 14 working days between submittal and receipt of comments. Please use the DRC Submittal Checklist to prepare your application submittal.

PLEASE CONTACT KAMIE FITZGERALD AT (512) 671-2702 WITH ANY QUESTIONS

Step 1: Presubmittal Meeting

The purpose of this meeting is to establish the submittal process schedule, confirm any other processing steps besides site development permit, and to introduce the specifics of the project to the DRC chair. Please be advised that this meeting is **not** to be considered a development review.

The owner and their consultants, including an engineer, should be at the meeting. The applicant must be prepared to present a basic site plan of the proposed development. The staff representative in attendance at this meeting will be the DRC Chair. Staff representatives from the Engineering & Development Services Division, Fire Department, Transportation Department, and Building Inspection will be available if deemed necessary.

Please fax or email the attached [Presubmittal Meeting Request Form](#) (Page 9) to Kamie Fitzgerald at (512)-218-3286 (fax) or kfitzgerald@round-rock.tx.us to schedule a meeting.

TIA Requirement

Either a TIA (Traffic Impact Analysis) approval or TIA waiver will be required before a full site plan submittal will be accepted. The presubmittal period is a good time to consult with Transportation Planner John Dean at (512) 218-5562 idean@round-rock.tx.us to confirm whether a TIA will be required.

Small Projects

At the presubmittal meeting the applicant will be advised as to whether the project qualifies as a Small Project. Small Projects proceed through an expedited review process and are charged a reduced fee. A Small Project is a smaller, simpler project that meets **any** of the following criteria:

- Is for a vacant legal lot with an area of 0.5 acres or less;
- Is an expansion of less than 20% (max. 1500 s.f.) of the total building area; or as otherwise determined by the DRC Chair;
- Is a conversion of an existing residence to a commercial use, as permitted by ordinance;
- Is an expansion of the existing or approved parking area;
- Is a temporary building as outlined in Section 11.425 of the Zoning Ordinance;
- Is a Wireless Transmission Facility as defined in Section 4.700 in the Code of Ordinances;

AND

- A Traffic Impact Analysis is not required.
- The construction of subdivision improvements including utilities or drainage are not required.
- The property does not include an area of undefined floodplain.

If your project qualifies as a small project, please refer to the packet entitled **Small Project Site Development Permit**.



Presubmittal Meeting Request Form

Instructions: Forward the completed form to Kamie Fitzgerald via fax (512)218-3286 or email (kfitzgerald@round-rock.tx.us) to schedule a presubmittal meeting.

- 1) Requested meeting date:

- 2) Project address:

- 3) Project legal description:

- 4) Proposed land use:

- 5) Contact Name:

- 6) Contact Phone:

- 7) Contact Email:

- 8) Project Owner's Name and Address:

- 9) Questions to be addressed:

- 10) 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

Step 2: Preliminary Site Plan

(not required for projects meeting Small Project criteria)

Preliminary Site Plan Submittal

The purpose of the required preliminary site plan submittal is to establish an initial review by the Development Review Committee. At this review, the applicant shall be able to confirm whether the proposed project will meet general ordinance requirements without completing a full set of construction plans.

This step includes the submittal and review of a site dimension plan. Please refer to the checklist on the following page and review schedule to ensure your submittal will be accepted.

The review follows the following process:

- The applicant makes a submittal.
- The submittal is distributed to reviewers.
- The reviewers convene twice over the next two weeks to coordinate comments.
- The reviewers submit their comments to the DRC Chair.
- The DRC Chair reviews the review comments for consistency and lack of conflict. The DRC Chair writes a cover letter indicating additional process steps or recommendations for the applicant. The applicant is notified when the review comments and redlines of the plans are ready to be picked up.
- The applicant incorporates the review comments into their full construction plan submittal (Step 3).

Application Completeness Check for Preliminary Site Plan

- Applicant has completed presubmittal meeting
- Meets submittal deadline
- Hand delivered by project team member (not a courier)
- Application
- 7 sets of plans meeting the requirements of the submittal checklist, 24"x36" max. sheet size
- Plans are legible and drawn at an engineering scale

If the above items are not included with your submittal, the submittal will be returned.

*** All submittals are required to be legible and scope of work comprehensible. The DRC reviewers may limit review due to legibility, or uncoordinated items, such as multiple layers, plotting errors, etc. **It is the applicant's sole responsibility to clearly and accurately convey the required information to receive a complete review.**

Preliminary Site Plan Submittal Checklist

A preliminary site plan shall consist of a site dimension plan on a maximum of three (3) sheets including the following:

- Seven (7) Copies of site dimension plans
- 24"x36" maximum sheet size
- 1"= 60' maximum scale; a master plan is required for large projects having more than one (1) sheet, in which cases the master plan may be provided on a 1" = 200' maximum scale
- Existing address (If your site is platted, please call Kim Jones at 512-218-5426 to obtain a project address)
- Name of the building or business
- Key map showing location of the site
- North arrow & Engineering Scale
- Proposed use
- Type of construction: Type I, II, III, IV, or V and A or B
- Building Occupancy Type per 2006 International Fire Code (*i.e. A-1, R-2, etc*)
- Engineer signature and seal, or preliminary statement
- Existing and proposed fire hydrants
- Fire access: proposed fire lanes including maximum grades, widths, and height limitations.
- Driveway locations
- Driveways within 200' (including those across the street)
- Turning Radii for all drives
- Rights-of-way (proposed and existing)
- Utilities (existing and proposed) - labeled
- Easements (existing and proposed)
- Base Floodplain Elevation and Ultimate 100-year floodplain (if applicable)
- Proposed water quality facilities (if needed) or
- Statement regarding regional detention or on-site detention
- Existing contours (labeled)
- Proposed contours if possible
- Property boundary
- Construction limits
- Label existing and new structures and any built elements
- Building footprint
- Square footage of building
- Parking layout
- Parking count table (show calculations required, number provided per each land use proposed)
- Areas to be landscaped with street yard line delineated and street yard area required and proposed
- Areas to be landscaped, free and clear of easements
- Protected tree survey

Step 3: Full Site Plan Submittal

Prerequisites for this step

- A final plat has been submitted
- Subdivision Improvement Plans submitted and first round of review comments received
- TIA (Traffic Impact Analysis) has been approved or waived

This step includes the submittal and review of the full civil engineered construction plans and landscape planting plans. Please refer to the attached [full submittal checklist](#) and submittal schedule to coordinate your submittal. The drawings prepared for this submittal is the construction set. The purpose of the review is to confirm the exact scope of work and how it is to be constructed. The approved drawings will be the construction set of plans the inspectors will use when inspecting the construction of this project. It should be the same set of plans the contractors will use for the civil portion of the project during construction.

Review process:

- The applicant makes a submittal.
- The submittal is distributed to reviewers.
- The reviewers convene twice over the next two weeks to coordinate comments.
- The reviewers submit their comments to the DRC Chair.
- The DRC Chair reviews comments for consistency and lack of conflicts. The DRC Chair writes a cover letter indicating additional process steps or recommendations for the applicant.
- The applicant is notified when the review comments and redlines of the plans are ready to be picked up.
- The results of this review are either: 1) review comments issued (resubmittal required – see Step 3a for more information), 2) a short cycle review, or 3) approval of documents
- Once the applicant has completed this step initially, the applicant may go ahead and apply for a building permit.

Application Completeness Check for Full Site Plan Submittal

- Meets submittal deadline
- Hand delivered by project team member (not a courier)
- Completed Application
- Required fee attached
- Letter responding to comments is included with application
- 7 sets of plans meeting the requirements of the plan checklist, 24"x36" max. sheet size; including landscape plan sealed by licensed landscape architect
- Approved or waived TIA, correspondence included with submittal
- Engineer Seal
- Final plat is included as part of the construction plan set
- Plans are legible and drawn at an engineering scale
- Preliminary Submittal review is completed
- Final Plat has been submitted
- Copy of joint access easements
- Subdivision Improvement Plan has been submitted to Engineering & Development Services Dept.

If the above items are not included with your submittal, the submittal will be returned.

*** All submittals are required to be legible and scope of work comprehensible. The DRC reviewers may limit review due to legibility, or uncoordinated items; such as, multiple layers, plotting errors, etc.

Full Site Development Permit Application Checklist

Please use this checklist when preparing your full construction plans and full submittal site development permit application

Prerequisites for Site Development Permit Application

- Final plat submittal – 1st round of review comments received for plat submittal
- Subdivision Construction Plan submittal – 1st round of review redlines received.
- TIA approval or waiver (Contact: John Dean., Transportation Department, 218-5562)

Site Development Plans shall include the following:

(See “applicable ordinances” section for code references beginning page 25)

1. Supporting documents for TIA approval or waiver, drainage, easements, permit status for other agencies (MUD approval, TXDOT correspondence, etc.)
2. General requirement: All plan pages shall be drawn to an appropriate and legible standard engineering scale and shall include:
 - a. North arrow
 - b. Legend
 - c. Base plan information including building footprints, roof plans indicating overhangs, pavement, driveways, and major structures such as detention ponds, water quality ponds, fences, property lines, and easements. All plan view sheets need to reference property boundaries and easement information. (Show the same basic base plan information on all plan view sheets.)
3. Cover sheet with the following information:
 - a. Name of project
 - b. Address of project
 - c. Submittal date chart referencing the specific submittal and updated per each submittal (Preliminary, Full, Resubmittal #1, Resubmittal #2, etc.). This shall coordinate with the updated application chart that is submitted with each submittal.
 - d. Legal description of property and lot area
 - e. Sheet index
 - f. Revision block
 - g. Applicants name, address, phone, fax and e-mail address.
 - h. Name, address, phone, fax, and e-mail address of Engineer, Architect, Landscape Architect, and Owner
 - i. Signature block for “Engineering & Development Services”
 - j. Signature block for “Development Review Committee Chair”
 - k. Location map
 - l. Engineer signature and seal (on ALL civil sheets)
 - m. Note addressing either on-site detention or participation in the regional detention program

- n. Water Quality Note (if applicable)
 - o. Orientation Map with hatched or shaded limits of construction
 - p. Compliancy Clause
 - q. Adequacy Clause
4. Copy of recorded plat
 5. Overall master plan, if project is phased or crosses over lots lines.
 6. Phasing Checklist Items:
 - a. Each phase must stand alone in meeting all codes subject to site plan reviews. The Development Review Committee must approve the proposed Phasing Plan.
 - b. The engineer shall graphically represent phasing of the site and clearly indicate the specific sequencing of the Phasing Plan, including the order of COs planned to be issued for each building structure and the number of buildings for each phase.
 - c. Two entrance/exit drives are required; one exclusively for tenant access and a separate one exclusively for construction access. Though they may be modified and realigned with each phase completion, at no time shall the accesses overlap.
 - d. An estimated timeline shall be provided for all phases, indicating number of months for construction in the plan notes.
 - e. At a minimum, Phase I work shall include the following:
 - i. All-weather drive access(es) as required by the Fire Department (minimum 20' in width).
 - ii. Two access points as described in item "c" above
 - iii. Utility infrastructure that includes, at a minimum, water, wastewater, and storm line mains and fire hydrants, in addition to any associated public easements required.
 - iv. Sidewalk as required by Chapter 8 of the CoRR Subdivision Ordinance.
 - v. Landscape requirements associated with screening, compatibility buffers, and streetyard.
 - vi. Irrigation associated with landscaping required in Phase I.
 - vii. Tree Protection.
 - viii. Detention Pond (if necessary).
 - ix. Water Quality Pond (if necessary).
 - f. Phase II (and following Phases) shall include all associated site development elements, to be developed and inspected pertinent to that particular phase, as laid out in the phasing plan approved by the DRC. The development elements include, but are not limited to the following:
 - i. Building pads
 - ii. Parking
 - iii. Fire lane access drives
 - iv. Landscape
 - v. Irrigation
 - g. In addition, the following must be included in the Construction Documents on any and all associated Phasing Plan Sheet(s):
 - i. The following notes:

1. "Phase I shall include the following easements..." (list to be created by the certifying engineer) (e.g. overall grading, waterline, maintenance, and etc.)
 2. "All public water and wastewater improvements shall be constructed, tested, and accepted with Phase I."
 3. "A minimum 20-foot drive access shall be constructed as depicted on this plan for Phase I. This fire lane shall remain clean and clear of construction, debris, vehicles, and equipment. The contractor shall coordinate with the City of Round Rock Fire Department regarding any construction fencing to be used during construction."
 4. "The landscaping shall be installed, inspected, and approved in the sequence of the depicted phase. No Building C.O. shall be issued without the final inspection of all landscape and irrigation improvements".
 5. "All phasing plan revisions must be approved by the DRC."
 - h. Separate signature blocks are required for each phase, for projects other than multi-family town homes or apartments. On the Mylar cover sheet per each phase add signature blocks for "Engineering and Development Services" and "DRC Chair".
7. Area plan indicating adjacent zoning, land uses, and area driveways within 200'.
8. General Notes Sheet
- a. General Notes
 - b. Summary table found on City website:
http://www.roundrocktexas.gov/docs/construction_summary_edc.pdf
 - c. Benchmark information
9. Dimensional Site Plan showing:
- a. Boundaries of project including bearings, distances, angles, and dimensions
 - b. Platted and recorded easements including any by separate instrument
 - c. Label abutting zoning and existing land uses
 - d. Location and dimensions of building footprints and roof overhang
 - e. Location of structures (i.e. retaining walls, dumpster walls)
 - f. Location and dimensions of parking spaces
 - g. Location and dimensions of driveways and internal circulation
 - h. Parking chart showing required and proposed per each land proposed land use, include calculations
 - i. Location and dimensions of sidewalks
 - j. Location and dimensions of loading docks
 - k. Location and dimensions of ground-mounted equipment
 - l. Locations and dimensions of dumpsters, including details of enclosures
 - m. Location and dimension of fencing, including details
 - n. Location and ground dimensions of free-standing signs
 - o. Setbacks of buildings and pavement from all property lines
 - p. Location of free-standing lights and wall packs
 - q. Parking lot striping
 - r. All existing driveways

- s. All existing median cuts
- t. All platted or recorded easements immediately abutting the site
- u. Drive-through stacking layout, if applicable

10. Tree Survey and Tree Protection Plan showing:

- a. Locations of all existing trees with tag numbers coordinating with tree list
- b. Tree list with species and size identified
- c. Tree survey table
- d. Location of proposed trees to be removed delineated as dashed-line circle with number in circle and trees to remain with solid-line circle
- e. Location of monarch trees
- f. Tree protection notes – as specified in the Round Rock Tree Technical Manual
- g. Tree protection details and tree fencing details
- h. Tree irrigation notes
- i. Administration, inspection and enforcement notes

11. Landscape Plan and Tree Replacement Plan showing:

- a. Texas Landscape architecture seal
- b. All base information
- c. Rights-of-way labeled
- d. Proposed and existing civil site elements
- e. Landscape chart showing required and proposed street yard landscape requirements (or include on landscape plan)
- f. Natural features
- g. Existing trees to be removed (as approved with tree removal permit)
- h. Existing trees to remain
- i. Large, medium, and small trees proposed
- j. Large shrubs proposed
- k. Shrubs and groundcovers proposed
- l. Planting schedule documenting botanical name, common name, and planted size
- m. Irrigation notes
- n. Existing and proposed grading
- o. Location and dimensions of required screening, with linear foot dimension
- p. Location and dimensions of required compatibility buffers, with linear foot dimension
- q. Location of pervious and impervious surfaces with materials labeled
- r. Delineation of street yard
- s. Location of all easements (proposed and existing)
- t. Location of all utilities (proposed and existing)
- u. Location of proposed and existing fire hydrants
- v. Ground mounted equipment and dumpster screening
- w. Planting details
- x. Compatibility fence details (or include with Item #7)

- y. Dumpster screening fence details (or include with Item #7)

12. Irrigation Plan

- a. Rights-of-way labeled
- b. Location of all easements (proposed and existing)
- c. Location of all utilities (proposed and existing)
- d. Construction notes
- e. Sprinkler head layout, including required bubblers for trees
- f. Meter location
- g. Controller location
- h. Tap details

13. Drainage Plan showing:

- a. Existing grades and topographic contours at intervals not exceeding two feet
- b. Proposed grades and topographic contours at intervals not exceeding two feet
- c. Karst features and any protected area required by U.S. Fish and Wildlife or TCEQ
- d. Existing roads
- e. Existing structures to be retained
- f. Existing drainage features including lakes, streams, and ponds
- g. Location and elevation of the base flood and 100 year ultimate elevations
- h. Location and dimensions of existing and proposed storm water detention structures or ponds
- i. Location and dimensions of existing and proposed water quality structures or ponds
- j. Location and size of all proposed storm water lines or surface drainage structures
- k. Drainage calculations (for 2-year, 10-year, 25-year and 100-year storms using Austin 3-hour storm)
- l. Crossing elevation information for all public lines versus other utilities
- m. Separate report for drainage to include: reference maps, flow information, and an accompanying narrative by the engineer stating the development shall not cause any adverse impact to downstream properties and explanation of method of analysis and determinations used to reach this conclusion.

14. Fire Department Requirements:

- a. Existing fire hydrant locations
- b. Proposed new fire hydrants as required
- c. Fire sprinkler lines
- d. Fire Apparatus access points
- e. Fire Apparatus grades
- f. Address as provided by the City of Round Rock
- g. Fire Lanes
- h. Reinforced lawns intended for fire access
- i. Fire Apparatus turn around
- j. City-issued or City-approved construction details as applicable for fire protection

- k. For alternate paving for included in fire lanes, provide details and engineer certification that installation will support 80,000 lbs.
 - l. Type of Construction (Type I, II, III, IV, or V) and (A or B).
 - m. Type of Building Occupancy per 2006 International Fire Code (*i.e. A-1, R-2, etc*)
15. Erosion Control Plan showing:
- a. Limits of construction with standard notes and details
 - b. Appropriate BMPs (including silt fence, rock berms, SCEs, etc.)
 - c. Existing/Proposed grades and topographic contours at intervals not to exceed two feet
16. Utility Plans showing:
- a. Existing and proposed water and wastewater facilities
 - b. Flowlines (existing and proposed, both into and out of) on all manholes
 - c. Profiles for all public wastewater and waterlines 12" in size or greater
 - d. Existing and proposed easements
 - e. Fire hydrants
 - f. Water meter(s)
 - g. Contours (Existing and Proposed)
 - h. Appropriate crossing information
17. Detail Sheet
- a. Standard City-approved details associated with construction of the project (available on the City's website)
18. Lighting Plan showing:
- a. Property lines labeled
 - b. Existing and proposed lights
 - c. Site lighting specifications
 - d. Photometrics, foot candle reading at property line labeled

Additional items are required for resubmittals, when documents are submitted for final approval and for site development permit extensions (page 21).

Phased Site Plans (phased site construction permits)

The purpose of phased site plans is to allow a developer proposing land development to obtain a single permit for a multi-building or multi-faceted project. The information below lists the processing for phased permits. Refer to the site plan checklists for requirements for documenting each phase.

In addition to the requirements for full submittal one of the following must be met

- Sites must be larger than 5 acres in size.
- More than 2 buildings must be proposed with the project.
- The site is comprised of 1 legal lot. (Phased site plans shall not cross property lines)
- The developer requests that the multi-building project be developed in phases.
- Use must be an institution, church, school, multi-family, office complex, commercial center, or townhouse project.

The phased permit follows the following processing, upon site plan permit approval

1. Obtain original site development permit which will include phased master plan and elements. (step 3: Full Submittal)
2. Proceed with construction by submitting 6 complete sets to ENGINEERING & DEVELOPMENT SERVICES for pre-construction conference ([step 4: Approval](#))
3. Proceed with inspections and project close-out as directed by the Chief Building Official and the Chief Construction Inspector's offices.
4. To initiate subsequent phases prior to the permit expiration
 - a. Notify reviewing engineer and construction inspection that work is ready to proceed for the next phase.
 - b. Depending on the duration between construction phases, 6 sets may need to be submitted to ENGINEERING & DEVELOPMENT SERVICES.
5. To initiate subsequent phases after the permit expiration:
 - a. Submit 7 sets to DRC and obtain approval, following the full submittal process

Phasing Conditions

Close-out of the entire project will fall under the guidelines of a typical site development permit with the following exceptions:

- A. The Chief Building Official shall issue either a Certificate of Occupancy or a Temporary Certificate of Occupancy for every building or structure in the project in the order of the provided phasing sequence.
- B. The last building to be completed in the phased project shall not be occupied until the Chief Building Official issues either a Certificate of Occupancy or Temporary Certificate of Occupancy for the entire (project including all phases) phased project, including all necessary site improvements.
- C. A landscape inspection is required prior to final close-out. A detailed landscape inspection schedule shall be coordinated with the Planning and Forestry Departments as part of the site plan review.

Resubmittals

A resubmittal is typically required to address comments issued as the result of Step 3 – Full Site Plan Submittal, and The resubmittal process repeats as many times as necessary to resolve all the outstanding comments. . A resubmittal is processed the same way as a full site plan ([Step 3-Full Site Plan Submittal](#)). It follows the same submittal checklist and submittal schedule. It is imperative that the applicant contact the reviewers for direction in resolving outstanding review comments prior to resubmitting.

Applicants must address **all** reviewers' comments before making a resubmittal in order to avoid additional resubmittals. Copies of all comments are forwarded to the owner as well as to the engineer.

Short Cycle Review

A short cycle review is allowed when most reviewers have signed off on the plans and only a few outstanding items remain. Short cycle submittals are reviewed only by the reviewers that have outstanding comments. In most cases this review can be completed within three and a half (3.5) working days. Please refer to the Short Cycle Calendar for submittal dates.

Short cycle review process:

- The applicant is asked to resolve the outstanding comments directly with the reviewer, and may coordinate by fax, phone, meeting or email.
- Once all issues are favorably resolved with the reviewer(s), the applicant submits clean plan sets and a cover letter responding to comments **by 3:00 p.m.** on a short cycle submittal date. Please review the correspondence from the DRC Chair to note the required number of plans needed for the resubmittal.
- The DRC Chair then coordinates with ALL reviewers to confirm that all comments have been cleared and the approval is processed.

Application Completeness Check for Resubmittals, Including Short Cycle

- Meets submittal deadline
- Hand delivered by project team member (not a courier)
- If third or later resubmittal, required additional review fee
- Seven (7) sets of plans meeting the requirements of the plan checklist, 24"x36" max. sheet size. For short cycle review, refer to the number of plans specified in review correspondence.
- One (1) letter from the prime consultant responding to each review comment. **The letter shall state how each comment was resolved.** Responses such as *"comment noted," "comment cleared," "no comment,"* or *"see separate response from the Landscape Architect"* **are not acceptable.** Please be advised that a response as such will result in the re-submittal being returned, or a repeat comment being issued.
- Original redlines
- Updated Engineer Seal
- Plans are legible and drawn at an engineering scale
- Final Plat is included as part of the construction plan set
- Final Plat review is in process

- Subdivision Improvement Plan has been submitted and comments issued.
- (Short cycle only) Mylar cover sheet (Plat Recordation number MUST be included on mylar cover sheet)
- (Short cycle only) Final Plat as RECORDED by County Clerk
- If this is the third or later resubmittal, include an additional review fee (the first two resubmittals are included in the full site plan review fee). No additional review fee is required for short cycles (see fees section, below).

Optional:

- Applicant may submit building elevations for preliminary zoning ordinance review as part of the Site Development Permit submittal. **Note:** This submittal is for a courtesy preliminary review and **not** in lieu of the building permit application.

If the above items are not included with your submittal, the submittal will be returned. All submittals are required to be legible and scope of work comprehensible. The DRC reviewers may limit review due to legibility, or uncoordinated items; such as, multiple layers, plotting errors, etc.

It is the responsibility of the applicant to confirm that all sheets reference the same and correct base plan information. If sheets reference different or outdated base plan information, the submittal will be rejected and returned prior to the final staff review.

Additional Review Fees

A site development permit application fee covers the first full site plan submittal review, plus two resubmittals. If an application requires additional resubmittals, an **additional review fee** will be charged for each additional review

Additional review fees are not charged for Short Cycle Resubmittals

The review fee will not be charged in cases where a reviewer's comment was inadvertently omitted during the third (3rd) review of the full submittal

A comment is not considered omitted under the following situations:

- A. The previous submittal was partially incomplete.
- B. New information covering any discipline is submitted by the applicant.
- C. A repeated review comment issue that is simply rephrased for added clarification.
- D. A new design or scenario is provided for review or provided in response to a review comment.
- E. If repeated review comments result from any portion of the resubmittal.
- F. Any comment issued upon first full submittal despite the preliminary site plan submittal.
- G. If the applicant is seeking a variation to an ordinance requirement, the applicable reviewer should be contacted immediately to discuss the request.

Please contact the DRC Chair with questions or if there appears to be a miscommunication.



Development Review Committee (DRC)

SHORT CYCLE

2010 Submittal and Review Schedule (pg. 1 of 2)

Submittal Deadline: 3:00 p.m.

SUBMITTALS DUE BY 3:00 p.m.	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP AT NOON
01/04/2010	01/04/2010	01/06/2010	01/08/2010
01/11/2010	01/11/2010	01/13/2010	01/15/2010
*01/19/2010 (Tuesday)	*01/19/2010 (Tuesday)	01/20/2010	01/22/2010
01/25/2010	01/25/2010	01/27/2010	01/29/2010
02/01/2010	02/01/2010	02/03/2010	02/05/2010
02/08/2010	02/08/2010	02/10/2010	02/12/2010
*02/16/2010 (Tuesday)	*02/16/2010 (Tuesday)	02/17/2010	02/19/2010
02/22/2010	02/22/2010	02/24/2010	02/26/2010
03/01/2010	03/01/2010	03/03/2010	03/05/2010
03/08/2010	03/08/2010	03/10/2010	03/12/2010
03/15/2010	03/15/2010	03/17/2010	03/19/2010
03/22/2010	03/22/2010	03/24/2010	03/26/2010
03/29/2010	03/29/2010	03/31/2010	04/02/2010
04/05/2010	04/05/2010	04/07/2010	04/09/2010
04/12/2010	04/12/2010	04/14/2010	04/16/2010
04/19/2010	04/19/2010	04/21/2010	04/23/2010
04/26/2010	04/26/2010	04/28/2010	04/30/2010
05/03/2010	05/03/2010	05/05/2010	05/07/2010
05/10/2010	05/10/2010	05/12/2010	05/14/2010
05/17/2010	05/17/2010	05/19/2010	05/21/2010
05/24/2010	05/24/2010	05/26/2010	05/28/2010
*06/01/2010 (Tuesday)	*06/01/2010 (Tuesday)	06/02/2010	06/04/2010
06/07/2010	06/07/2010	06/09/2010	06/11/2010
06/14/2010	06/14/2010	06/16/2010	06/18/2010
06/21/2010	06/21/2010	06/23/2010	06/25/2010
06/28/2010	06/28/2010	06/30/2010	07/02/2010
*07/06/2010 (Tuesday)	*07/06/2010 (Tuesday)	07/07/2010	07/09/2010
07/12/2010	07/12/2010	07/14/2010	07/16/2010
07/19/2010	07/19/2010	07/21/2010	07/23/2010
07/26/2010	07/26/2010	07/28/2010	07/30/2010

Schedule continues next page →

* Altered submittal and review schedule due to holidays.

The schedule indicates 3 ½ working days between submittal and receipt of comments.

PLEASE CONTACT KAMIE FITZGERALD AT (512) 671-2702 WITH ANY QUESTIONS



Development Review Committee (DRC)

SHORT CYCLE

2010 Submittal and Review Schedule (pg. 2 of 2)

Submittal Deadline: 3:00 p.m.

SUBMITTALS DUE BY 3:00 p.m.	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP AT NOON
08/02/2010	08/02/2010	08/04/2010	08/06/2010
08/09/2010	08/09/2010	08/11/2010	08/13/2010
08/16/2010	08/16/2010	08/18/2010	08/20/2010
08/23/2010	08/23/2010	08/25/2010	08/27/2010
08/30/2010	08/30/2010	09/01/2010	09/03/2010
*09/07/2010 (Tuesday)	*09/07/2010 (Tuesday)	09/08/2010	09/10/2010
09/13/2010	09/13/2010	09/15/2010	09/17/2010
09/20/2010	09/20/2010	09/22/2010	09/24/2010
09/27/2010	09/27/2010	09/29/2010	10/01/2010
10/04/2010	10/04/2010	10/06/2010	10/08/2010
10/11/2010	10/11/2010	10/13/2010	10/15/2010
10/18/2010	10/18/2010	10/20/2010	10/22/2010
10/25/2010	10/25/2010	10/27/2010	10/29/2010
11/01/2010	11/01/2010	11/03/2010	11/05/2010
11/08/2010	11/08/2010	11/10/2010	11/12/2010
11/15/2010	11/15/2010	11/17/2010	11/19/2010
11/22/2010	11/22/2010	11/24/2010	*11/24/2010 (Wednesday)
11/29/2010	11/29/2010	12/01/2010	12/03/2010
12/06/2010	12/06/2010	12/08/2010	12/10/2010
12/13/2010	12/13/2010	12/15/2010	12/17/2010
12/20/2010	12/20/2010	12/22/2010	*12/22/2010 (Wednesday)
12/27/2010	12/27/2010	12/29/2010	*12/30/2010 (Thursday)

*** Altered submittal and review schedule due to holidays.**

The schedule indicates 3 ½ working days between submittal and receipt of comments.

PLEASE CONTACT KAMIE FITZGERALD AT (512) 671-2702 WITH ANY QUESTIONS

Step 4: Approval

Requirements for this step

- Mylar of cover sheet (including most recent engineer's seal date and Plat Recordation number)
- All outstanding access and easement documentation
- Plat Recordation
- Subdivision Permit Issued

Once all outstanding review comments are resolved, the DRC Chair and Engineering & Development Services Department sign the Mylar cover sheet and issue an approval. The approval may include time-sensitive conditions that must be resolved. *(Note: The Mylar cover sheet is the actual permit. This original document will need to be used throughout the life of the project construction)*

Following approval, the applicant shall submit six (6) complete, separately rolled sets of signed plans; two (2) separate copies of the utility sheets; and one (1) separate copy of the landscape sheets to Engineering & Development Services Division. Three (3) working days after delivery of plans, the applicant may call Construction Inspection, (512) 218-5555 to schedule a pre-construction conference. Pre-Construction information, guidelines, and duties may be located on the City's homepage (www.roundrocktexas.gov) after clicking on "Departments," then "Engineering and Development Services," followed by "Construction Inspection." The site development permit approval, distribution of the six (6) sets to Engineering & Development Services and pre-construction meeting shall be completed before a Building Permit may be issued.

Please review the specific approval letter for the process steps specific to the application. (The final process step may vary slightly depending on the involvement of the civil inspectors or building inspectors or both in the inspection process.)

Revisions & Extensions

Revisions to Approved Site Development Permits

A site development permit application fee is required for amendments to site development permits. The fee is applied under the following circumstances:

- Site plan permit issued and under construction, but an amendment requires changes to multiple items, or causes a chain of effect, that requires the re-review by multiple members of the Development Review Committee.
- Site plan permit is issued but construction has not started.

The fee for revisions to approved site plans is \$500.

Site development permit applications already approved, and under construction, that require a revision that is administered by Engineering & Development Services Department does not fall under this category.

Extensions for Approved Site Development Permits

Per Section 11.301 (6) (a) of the Zoning Ordinance, an approved site development permit expires after one (1) year. If a building permit has not been issued within one (1) year, an owner may desire an extension on the site development permit.

A site development permit extension request shall be submitted in writing to the DRC Chair, indicating the reason for the request. Each DRC review member will review the application against the current applicable code of ordinances. If the existing permit is not in compliance with ordinances in place at the time of the extension request, the applicant may be asked to update the plan. If an update is required, then the owner will need to apply for a Site Plan Revision.

Extension Request Completeness Check

Please submit the following at least 30 days before the permit is scheduled to expire:

- 1) Request must be delivered by project team member (not a courier)
- 2) Letter requesting extension
- 3) 5 sets of previously approved plans
- 4) Original mylar cover sheet, with the following added:
 - i. Note: "Approved for 365-day extension"
 - ii. Signature block for "Engineering and Development Services"
 - iii. Signature block for "DRC Chair"
- 5) Updated site development permit application
- 6) Plans must be legible and drawn at an engineering scale

If the above items are not included with your submittal, the submittal will be returned.

All submittals are required to be legible and scope of work comprehensible. The DRC reviewers may limit review due to legibility, or uncoordinated items; such as, multiple layers, plotting errors, etc.

Useful Information

Code and Ordinance FAQs

1. Please note there is not a specific required impervious cover ratio set by ordinance. The impervious cover is regulated by meeting the drainage, landscape, and tree protection codes as referenced above, and as designed and certified by the engineer.
2. Water Quality is reviewed by the Texas Commission on Environmental Quality (TCEQ), not the City of Round Rock. The applicant will be asked for the status of the TCEQ application when submitting to DRC. Contact TCEQ at (512) 339-2929, <http://www.tceq.state.tx.us/> .
3. Generally, driveway permits are issued by Engineering & Development Services as part of the site development permit. A permit for driveway removal, permanent tenant access, and/or temporary construction access along a State roadway is a separate permit application. Review and issuance is overseen by Engineering & Development Services.

Procedural FAQs

1. Prior to every submittal, please reference the most recently published DRC Submittal Packet, City issued construction details, and applicable codes. Please note that the submittal packet, processing procedures, construction details, and codes are occasionally amended. All are available on the City's website. Please call Kamie Fitzgerald (512-218-5428) with questions about finding information online, or see pages [3](#), [4](#), and [5](#) of this packet.
2. Development Review Committee applications may run concurrently with the platting, zoning, subdivision improvement, and building permit processes at the applicant's own risk. However, the preceding required development process step needs to be initiated, and the first round of review comments received, prior to initiating the next development process step. Please see the published "Building In Round Rock" packet for an explanation of all the development steps and the subsequent timing. For specifics please call the DRC Chair.
3. Site permit review is entirely administrative. Public hearings, Planning and Zoning Commission meetings, and the City Council are not part of this process.
4. Each submittal consists of a three (3) week staff review. Upon the submittal of an application, the submittal is distributed among the staff reviewers. The reviewers meet twice over the next two weeks to coordinate the review among various departments. Comments are issued from the Planning Department under one cover letter. Please see the attached [submittal calendar](#) to see specific submittal dates and comment issue dates.
5. **Submittal is due by 5:00PM on the published date for regular submittals and 3:00 PM for short cycle submittals. In an effort to process submittals timely and accurately, late applications, incomplete applications and applications submitted by courier or overnight delivery are not accepted.**
6. Seven (7) sets of plans are required for the preliminary submittal and the full site plan submittal. Please reference the review correspondence for number of copies required for conditional approval submittals and resubmittals.

7. Site Development Plans will be reviewed for completeness and incomplete applications or plans with obvious major errors will be returned with a list of deficiencies within 5 days.
8. Comments are always ready at NOON on the scheduled comment issue date. We will call the lead applicant when comments are ready to be picked up, but please assume comments will be ready at NOON on the scheduled date. Comments will include both redline mark-ups and written review comments. The redline mark-ups must be returned with your resubmittal responding to comment. The written review comments will also be mailed to the property owner.
9. Revisions to an approved site plan are administered by the Engineering & Development Services Department. Please contact the reviewing engineer of your project to coordinate the revision.
10. For a successful and timely review, it is imperative your project have a designated lead applicant to coordinate all project team members. The lead applicant should also be the liaison with the owner. Most review comments are issued because the architect, engineer, and landscape architect are not well coordinated. Please designate a lead applicant when making a DRC submittal.
11. Site Development Permit approvals expire in twelve (12) months, unless a building permit has been issued. When separate building permits are sought, the site development permit expires within one (1) year from the date of the issuance of the Certificate of Occupancy; unless the additional building permit applications are submitted within one (1) year from the latest issued Certificate of Occupancy.
12. If a project is phased, it must be clearly delineated by providing an overall master plan within the construction set. Each permit, however, must stand alone with meeting the codes and ordinances applicable to the project.
13. Exterior building finishes, building articulation and signs attached to buildings shall be submitted with the application for building permit. In addition to the review by the Building Official, there is a review by the Planning Department for zoning ordinance compliance prior to the issuance of a building permit. A courtesy review by the Planning Department can occur as part of the submittal for site development permit. Separate review correspondence will be issued as part of the zoning ordinance review for building permit.
14. If the irrigation plans are not included with the DRC permit application, irrigation plans must be submitted to the Department of Planning & Community Development within 45 days after a building permit is issued. Irrigation must be installed in accordance with approved plans prior to the issuance of the Certificate of Occupancy. Irrigation plans also need to be submitted separately to the Building Inspection Department.

Applicable Ordinances

The following list of ordinances and standards are the common references the reviewers apply during the application review.

1. General
 - a. Compliancy and Adequacy Clauses - DACS General Guidelines, Pg. 4
 - b. General Notes - DACS General Guidelines, Pgs. 11-17
 - c. Summary Table - City website
(http://www.roundrocktexas.gov/docs/construction_summary_edds.pdf)
2. Fire Protection Requirements: 2006 IFC
 - a. Chapter 2 - Occupancy Classification
 - b. Chapter 3 - Section 312 Vehicle Impact Protection
 - c. Chapter 5—Fire Service Features
 - d. Chapter 5 – Section 503 Fire Apparatus Access Roads
 - e. Chapter 5 – Section 505 Premises Identification
 - f. Chapter 5 – Section 508.2.1 Private Fire Service Mains
 - g. Chapter 5—Section 508.5 Fire Hydrant Systems
 - h. Chapter 5 – Section 508.5.4 Obstruction
 - i. Chapter 5 – Section 508.5.5 Clear Space Around Hydrants
 - j. Chapter 9 – Fire Protection Systems
 - k. Chapter 10 - Means of Egress
 - l. Chapters 11 – 44 – Project specific
 - m. Appendix B – Fire Flow Requirements For Buildings
 - n. Appendix D—Fire Apparatus Access Roads
 - o. Appendix D – Section D103.2 Grade
 - p. Appendix D – Section D103.3 Turning Radii
 - q. Appendix D- Section D103.5 Fire Apparatus Access Road Gates
 - r. Appendix D—Section D104 Commercial and industrial developments
 - s. Appendix D – Section D104.1 Building Exceeding 3 Stories or 30ft in Height
 - t. Appendix D – Section D105 Aerial Fire Apparatus Access Roads
 - u. Appendix D – Section D106 Multiple-Family Residential Developments
 - v. Code of Ordinances Chapter 5: Fire Protection
3. Tree Protection and Mitigation Requirements:
 - a. Tree Technical Manual: Standards and Specifications
 - b. Chapter 3.110: Tree Protection and Preservation Ordinance
 - c. Specific references include but are not limited to:
 - i. Tree Survey- locations of all existing trees with tag numbers, tree list with species and size identified, and tree survey table. On tree survey drawing; location of proposed trees to be removed delineated as dashed-line circle with tree ID number in circle and trees to remain with solid-line circle.
 - ii. Tree protection notes, Round Rock Tree Technical Manual; Section 2.3.2.
(<http://www.roundrocktexas.gov/docs/treetechnicalmanual.pdf>)

- iii. Tree protection details – tree fencing details, refer to Manual, Section 2-2 to 2-6.
 - iv. Tree replacement plan / landscape plan for trees that will be planted as mitigation / replacement trees. Refer to Round Rock Tree Technical Manual, Section 3.
 - v. Tree Irrigation note, refer to Round Rock Tree Technical Manual, Section 3.10
4. Zoning Compliance:

Code of Ordinances: http://www.roundrocktexas.gov/home/index.asp?page=18&dc_id=475

 - a. Code of Ordinances Chapter 11: Zoning Ordinance.
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
 5. Landscape and Irrigation Compliance:
 - a. Zoning Ordinance Section 11.501
 6. Transportation Compliance:
 - a. Design and Construction Standards, Transportation Specifications (see 9 (c), below)
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
 - c. Code of Ordinances Chapter 9: Traffic Regulations
 - d. Code of Ordinances Chapter 10: Utilities
 - e. City of Round Rock Access Management Permitting for State Highways (if applicable)
 7. Drainage Compliance:
 - a. Design and Construction Standards, Drainage Specifications (see 9 (c), below)
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
 - c. Code of Ordinances Chapter 3: Building Ordinance
 - d. Drainage calculations, 2, 10, 25, and 100-year information - DACS Drainage, Section 1.2.0
 - e. Storm sewer line profiling, HGL information - DACS Drainage, Section 5
 8. Utility Compliance:
 - a. Design and Construction Standards, Utility Specifications (see 9 (c), below)
 - b. Code of Ordinances Chapter 8: Subdivision Ordinance
 - c. Code of Ordinances Chapter 3: Building Ordinance
 - d. Code of Ordinances Chapter 10: Utilities Ordinance
 - e. Water/Wastewater line profiling – DACS Utilities, Sections 1.8.2-B.3, 1.8.3-C.1
 - f. Easements – DACS Utilities, Sections 1.8.2-B.16, 1.8.3-C.7
 - g. Water Meters – DACS Utilities, Section 1.8.2-F
 - h. Looped Waterline System – DACS Utilities, Section 1.8.2-B.1
 9. Additional References:
 - a. 2006 International Building Code
 - b. <http://www.roundrocktexas.gov/documents/> (Code of Ordinances/DACS/etc.)
 - c. Engineering Design and Construction Standards (DACS)
<http://www.roundrocktexas.gov/home/index.asp?page=319>
 - d. <http://www.roundrocktexas.gov/docs/treetechnicalmanual.pdf>
 - e. <http://www.roundrocktexas.gov/docs/treeordinance.pdf>

Site Development Permit Application

Project Name: _____

Project Address: _____

General Application Information:

I. Land Property Ownership Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Project Owner Information (Consultant's Client): (Copied on all project correspondence)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

III. Prime Consultant/ Applicant/Agent: (Main contact person and responsible for application)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Engineer Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

V. Landscape Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

VI. Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Information:

- 1) Project Street Location or **official** address: _____
- 2) Property Acreage: _____
- 3) Current Zoning: _____ Proposed Zoning: _____
- 4) Adjacent Zoning: North_____ South_____ East_____ West_____
- 5) Is this project in a zoning overlay: _____ Yes _____ No
- 6) Is this project in a MUD? If yes, please list which MUD _____
 - a) MUD approval obtained? _____ Yes _____ No
- 7) Traffic Impact Analysis status(check one): ____ approved ____ waived
- 8) Is a License Agreement part of this application? _____ Yes _____ No
 - a) License Agreement application submitted? _____ Yes _____ No
- 9) Is a WTF (wireless transmission facility part of this application? _____ Yes _____ No
 - a) WTF application submitted? _____ Yes _____ No
- 10) Project located in the Edwards Aquifer Recharge Zone? _____ Yes _____ No
 - a) TCEQ application status _____
- 11) Was a Presubmittal Meeting held prior to this submittal? _____ Yes _____ No
 - a) Date of meeting? _____
- 12) Site Legal Description: Lot: _____, Block _____
- 13) Subdivision Name: _____
 - a) Is plat recorded? _____ Yes _____ No
 - b) Date of recordation: _____
- 14) Proposed land use: _____

Owner Affidavit:

I, as the owner of the subject property, hereby authorize the aforementioned prime consultant to act on my behalf concerning all matters related to this development application.

Signature: _____

Printed Name: _____ Date: _____

I, as the prime consultant have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true, complete, and accurate.

Signature: _____

Printed Name: _____ Date: _____

Application Fees

✓	APPLICATION TYPE	SUBMITTAL DATE	SITE ACREAGE	BASE FEE	ACREAGE FEE*	TOTAL FEE**
	Preliminary			n/a	n/a	
	Small Project			\$500	n/a	
	License Agreement			\$250	n/a	
	Wireless (WTF)			\$500	n/a	
	Full			\$1000	\$200	
	Resubmittal #1			n/a	n/a	
	Resubmittal #2			n/a	n/a	
	Additional Review			\$500	n/a	
	Additional Review			\$500	n/a	
	Short Cycle			n/a	n/a	
	Approval			n/a	n/a	
	Revision			\$500	n/a	
	Extension			n/a	n/a	

* Note: the first acre is included in the base fee. Partial acres are pro-rated.

Example: the fee for a 2.75-acre project is \$1,000 + (\$200 x 1.75 = \$350) = \$1,350

**Total fee not to exceed \$5,000