



Small Project Site Development Application Information

Included in this Packet:

Process flowchart

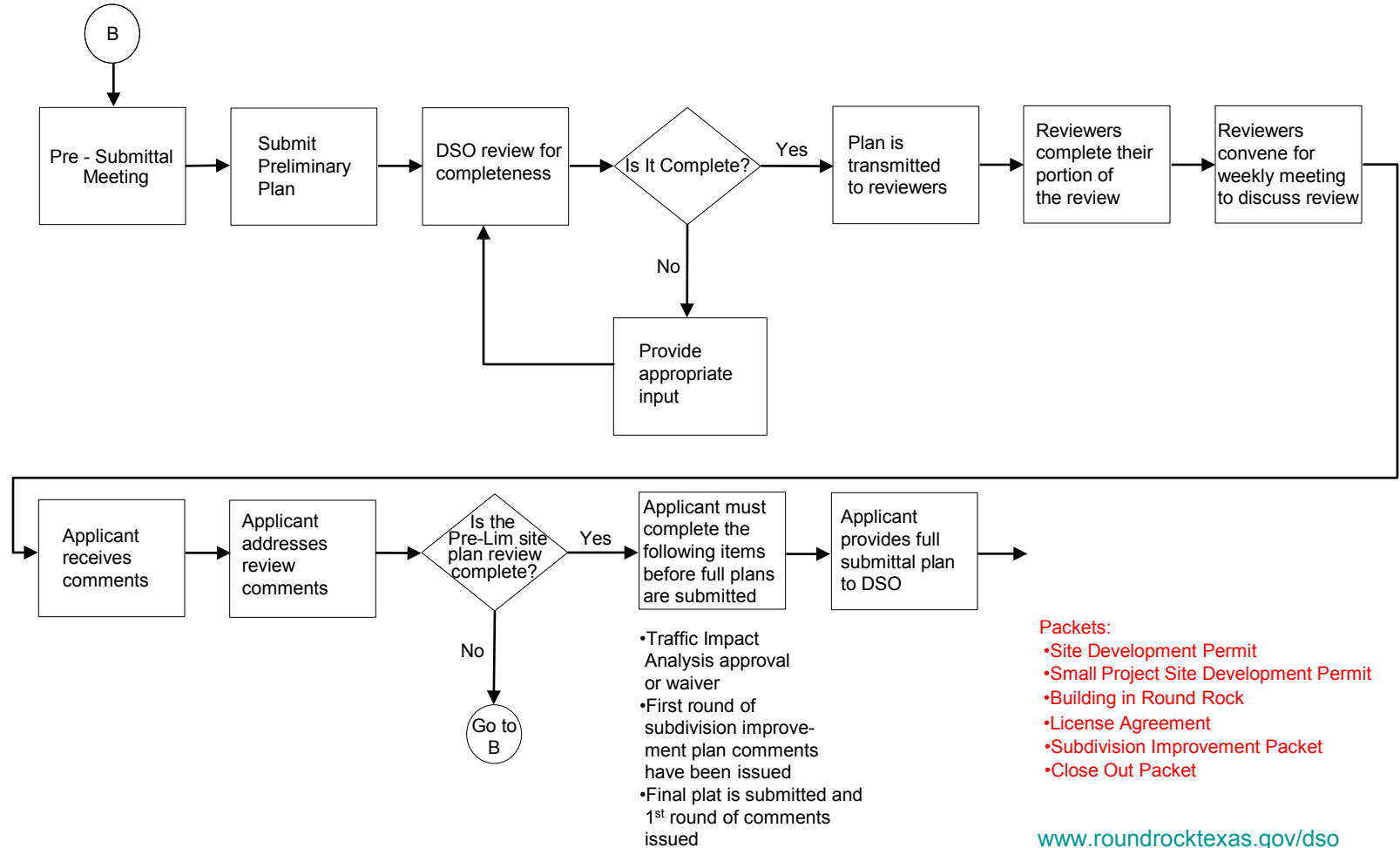
Land Development & Permit eSystem Information

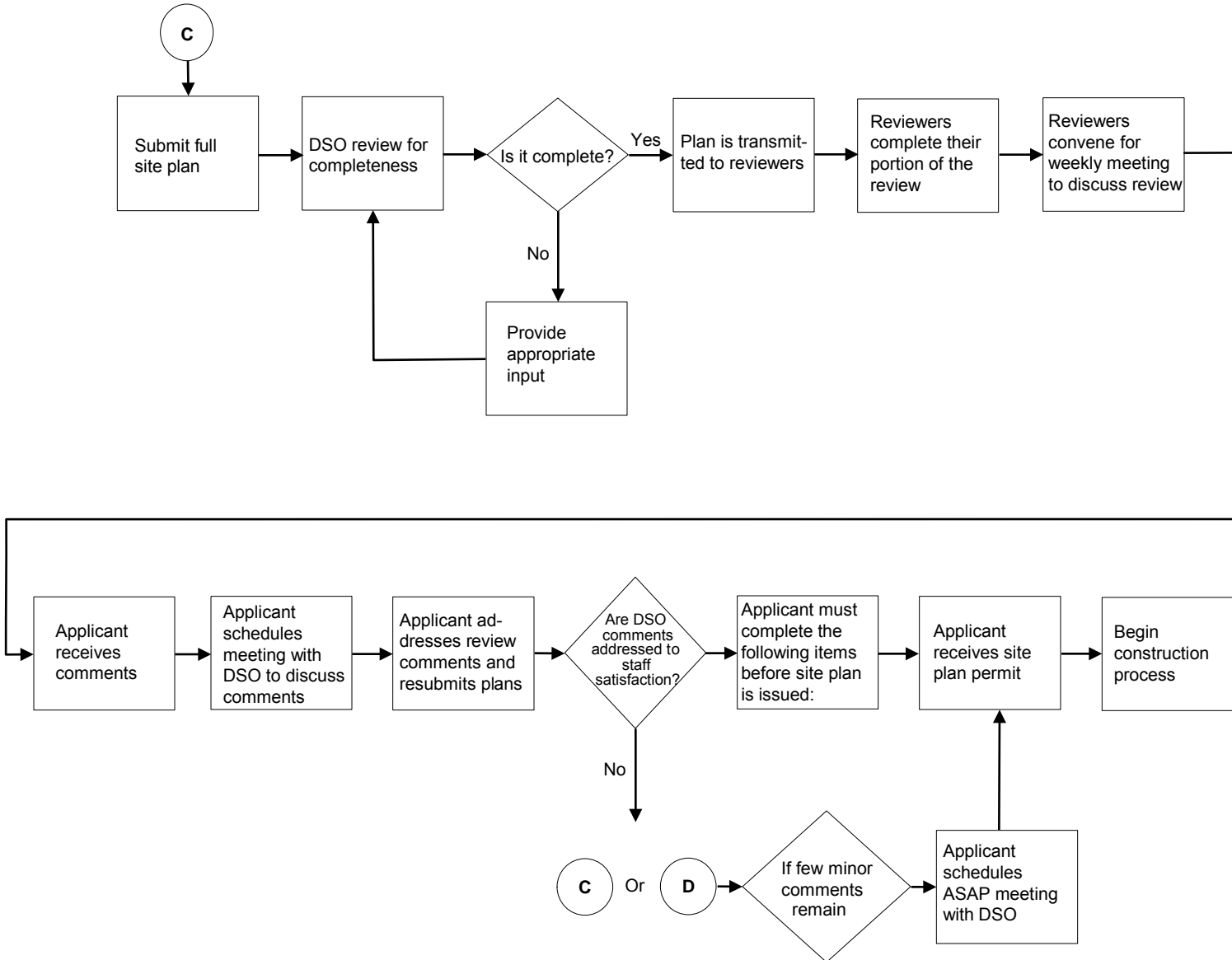
Pre-Submittal Meeting Request Form

Application Requirements

Small Project Permit Application

Site Development Permit Process





Development Packet for Small Project Site Development Permits

Applications qualifying as a small project are allowed to proceed through an abbreviated and accelerated development review process. This expedited process is accomplished by establishing a review of specific plan requirements commensurate with each small project scope. In summation, the goal is to require only the necessary information needed to ensure that the project complies with City regulations.

Please refer to page three (3) to determine if your application qualifies as a small project. This Development packet includes the procedural information, requirements, and forms necessary for obtaining a small project site development permit (*site plan approval*). If you have any questions regarding this development packet, please contact the Planning and Development Services Department at (512) 218-7043.

Contents

Welcome to the Planning and Development Services Department!	3
Land Development and Permit eSystem.....	3
Does my project qualify as a <i>Small Project</i> ?	4
Submittal Procedure	5
Step 1: Pre-Submittal Meeting.....	5
TIA Requirement	5
Step 2: Small Project Site Plan Submittal.....	5
Step 3: Small Project Review Comment Meeting.....	7
Step 4: Small Project Site Plan Re-Submittal(s)	7
Step 5: Abbreviated Approval Process (ASAP)	9
Extensions for Approved Site Development Permits.....	9
Step 6: Post Approval/Pre-Construction	10
Revisions to Approved Site Development Permits	10
Site Development Permit Expiration	11
Small Project Application Requirements	12
Development Services Contacts.....	15
Ordinance Information.....	16
Code and Ordinance FAQs.....	16
Applicable Ordinances	16
Change of Use FYI.....	17
Parking	17
Compatibility Requirements	17
Americans with Disabilities Act (ADA)	18
Pre-submittal Meeting Request Form.....	19
Small Project Site Development Permit Application	20

Welcome to the Planning and Development Services Department!

The City of Round Rock has implemented changes to the development process to improve efficiency and customer service. Each improvement has been guided by the City Council adopted Development Philosophy - *Making it Happen* ([view development philosophy](#)). This document conveys the commitment City staff has in regards to facilitating your development project.

The Development Services Division of the Planning Department is the first stop to begin your site development application. Development Services staff will provide you with the necessary information to expedite your application and obtain a development permit. We pride ourselves on ensuring your project is handled in a professional, timely, consistent, and accurate manner. Our goal is to build a partnership with you and your consultants. We want your project to succeed and we'll do our very best to ensure that happens within the parameters of City Council adopted policies. Please do not hesitate to contact the Development Services Manager [Brad Wiseman, AICP (512) 341-3321] at any point in the development process. We welcome the opportunity to discuss any concerns you may have. You are our top priority!

Development Services is located on the first floor of the McConico building at 301 W. Bagdad, Suite 140. Our office is directly across the hall from the Municipal Court. Peter Wysocki, AICP is the Director of the Planning and Development Services Department and may be reached at 512-218-5418. Thanks for choosing Round Rock for your development project, and we look forward to working with you in the near future!

Land Development and Permit eSystem

The City of Round Rock has implemented a Land Development and Permit eSystem accessible by project applicants and/or their representatives. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections and more. The most efficient way to find what you are looking for is to search by permit number, which will be given by the department you submit your application to. Click on this [link](#) and save it to your favorites in order for this site to be easily accessible in the future. You may also go to www.roundrocktexas.gov and click on the Development/Permit Tracker listed under online services on the left side of the home page.

Does my project qualify as a *Small Project*?

At the pre-submittal meeting, Development Services will confirm if the project qualifies as a Small Project. Small Projects may omit the preliminary site plan submittal; provide basic plans and specifications proportionate to the individual project scope; will receive review comments in ten (10) working days; and are charged a reduced fee. A Small Project consists of a limited development scope that meets **all** of the following criteria:

1. A Traffic Impact Analysis is not required.
2. The construction of subdivision improvements including utilities or drainage are not required.
3. The property does not include an area of undefined floodplain.
4. **And at least one** of the following:
 - Is for a vacant legal lot with an area of 0.5 acres or less;
 - In general, is an expansion of less than 20% (max. 1500 s.f.) of the total building area, or as determined by the Development Services Manager;
 - 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 46 - 162 of the Zoning Ordinance;
 - Is a Wireless Transmission Facility as defined in Article II of the Telecommunications Chapter in the Code of Ordinances;
 - Is an Area Identification Sign as defined in Section 30 - 9 of the Code of Ordinances;

Submittal Procedure

Planning and Development Services is awaiting your submittal. When you have completed your plans and supporting documentation, please bring it by our offices at your convenience during normal business hours. There are no special submittal days or deadline requirements. When you are ready to submit the application, we are ready to review it and shepherd it through the process. All we ask is that your submittal is consistent with the requirements of this packet. Once your application has passed the completeness check, we will hand you a document indicating the date you will receive review comments. This review period typically consists of 10 working days from submittal. If the review period is completed sooner, you will receive notification. Otherwise you will receive comments, or an approval, on the identified date.

Step 1: Pre-Submittal Meeting

The purpose of this meeting is for the applicant to become familiarized with the City's review process. Additionally, the applicant is expected to introduce the specifics of the project to PDS. Please be advised that this meeting is **not** to be considered a development review. Please email Kamie Fitzgerald at kfitzgerald@round-rock.tx.us and complete the form on page eighteen (18) to request a meeting.

TIA Requirement

Prior to proceeding too far in the initial *design* phase of your project, it is **strongly recommended** that you consult with our Transportation Planner, John Dean, at (512) 218-6617 or jdean@round-rock.tx.us. Depending on your project scope, a Traffic Impact Analysis (TIA) may be required. Please be advised that a TIA may result in significant plan changes due to associated traffic impacts. Furthermore, the review and approval process of the TIA can potentially take several weeks or longer. A delay in processing your site development application may result if you wait too long to address the TIA requirement. A TIA approval or waiver **must** be granted before PDS will accept your full site development application for review. Prior to submitting your preliminary site plan application, *if not earlier*, is the opportune time to have the TIA question answered.

Step 2: Small Project Site Plan Submittal

Prerequisites for this step

- It has been confirmed by PDS that the application qualifies as a Small Project
- A final plat has been submitted or previously recorded
- It has been confirmed in writing that a TIA (Traffic Impact Analysis) is not required

This step includes the submittal and review of the full-size drawings. Please refer to the Small Project Application Requirements to coordinate your submittal. 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 set of plans utilized during construction inspection, and should be the same plans the contractors use.

The review follows the following process:

- The applicant makes a small project submittal.
- The submittal is distributed to reviewers.
- The Development Services Manager writes a cover letter indicating additional process steps or recommendations for the applicant.
- The applicant picks up the written redline comments.
- The results of this review are either: 1) review comments issued; 2) re-submittal required; 3) Meeting with staff; or 4) ASAP Meeting
- If necessary, the applicant and PDS staff meet to discuss comments and if additional information is needed.
- Once the applicant has completed this step, the applicant may go ahead and apply for a building permit.

Application Completeness Check for Small Project Site Plan Submittal:

- Completed Application
- Required \$500 fee attached
- Four (4) sets of plans meeting the requirements of the plan checklist, 24" x36" max. sheet size
- Written confirmation that a TIA is not required
- Engineer or Landscape Architect Seal, as required
- Final plat is included as part of the construction plan set
- Plans are legible and drawn at an engineering scale
- Final Plat has been submitted, for new plats and re-plats
- Copy of joint access easements, if applicable

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

*** All submittals must be legible, and the scope of work comprehensive. PDS may limit review, or reject the application due to illegibility, plotting errors, or missing info, etc.

Step 3: Small Project Review Comment Meeting

After the completion of staff's review of the initial application, a meeting with Development Services and applicant may be required. The purpose of this meeting is to ensure the applicant understands the review comments and will address them in a manner consistent with code. It is imperative that the applicant is prepared to discuss a proposed resolution to the review comments at the meeting.

Step 4: Small Project Site Plan Re-Submittal(s)

The applicant may submit revised plans during regular business hours. The re-submittal process repeats as many times as necessary to resolve all the outstanding comments. A re-submittal is typically required to address comments issued during the first submittal. A re-submittal is processed the same way as the initial submittal. It follows the same submittal checklist.

Applicants must address **all** reviewers' comments before making a resubmittal in order to avoid additional re-submittals. Copies of all written comments are forwarded to the owner and applicant.

Please contact Development Services with questions or if there appears to be a miscommunication.

A small project site development permit application fee covers the first full site plan submittal and two re-submittals. If an application requires a resubmittal beyond this, excluding conditional approvals, an **additional review fee** will be charged for each additional review. The review fee will not be charged in cases where a review 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.

Application Completeness Check for Re-submittals:

- Applicant has met with PDS staff prior to re-submittal
- If third or later resubmittal, required additional review fee
- Four (4) sets of plans meeting the requirements of the plan checklist, 24"x36" max. sheet size
- One (1) Letter from the prime consultant responding to each outstanding 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
- Engineer and or Landscape Architect Seal, if required
- Plans are legible and drawn at an engineering scale
- Final Plat is included as part of the construction plan set
- Final Plat has been submitted, for new plats or re-plats

If the above items are not included or been completed your submittal will be returned.

*** All submittals must be legible, and the scope of work comprehensive. PDS reviewers may limit review, or reject the application due to illegibility, plotting errors, or missing info, etc.

Step 5: Abbreviated Approval Process (ASAP)

To expedite the process, staff has implemented the **Abbreviated Submittal Approval Process**. This process replaces the Short Cycle review. The ASAP is allowed when only a few minor items remain. Instead of providing a formal submittal, and staff completing that review, a face-to-face meeting with the applicant will be held. Once the applicant presents an acceptable resolution to the remaining comments, the Development Services Manager will sign the Mylar (*with conditions if necessary*). (Note: The Mylar cover sheet is the actual permit. This original document will need to be used throughout the life of the project construction). When you are ready to meet, please contact Kamie Fitzgerald (512-671-2702) and the meeting will be scheduled ASAP!

ASAP Requirements

- Staff identified the ASAP as the next step in the latest project review letter.
- The applicant contacts Kamie Fitzgerald (512-671-2702) to schedule the ASAP meeting.
- The applicant brings any additional items as needed to the meeting (i.e. plan sheet etc.).
- The applicant brings a Mylar of the coversheet for the Development Services Manager's signature.
- All outstanding access and easement documentation
- Plat Recordation
- Subdivision Permit Issued

Extensions for Approved Site Development Permits

Per Section 46 - 92 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 Development Services Manager, indicating the reason for the request. Each PDS 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:

- Letter requesting extension
- 4 sets of previously approved plans
- Original Mylar cover sheet, with the following added:
 - Note: "Approved for 365-day extension"
 - Signature block for "Planning and Development Services"
- Updated site development permit application
- 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. PDS reviewers may limit review due to legibility, or uncoordinated items; such as, multiple layers, plotting errors, etc.

Step 6: Post Approval/Pre-Construction

In tandem with the approval, the applicant shall be issued a Pre-Con Request Form. This sheet outlines the documentation required to set up a pre-construction meeting. It could include the following:

- Six (6) paper copies of the approved plans
- Engineered trench safety plan
- Engineer-sealed traffic control plan
- Product submittals
- Any other items PDS considers necessary to acquire prior to pre-con

Once the complete pre-con package is submitted to the PDS, the PDS Admin shall process the paperwork. Once deemed complete, the PDS Admin shall contact the applicant directly to coordinate the appropriate time.

Please note, an incomplete package or errors in the plan review sets shall constitute a rejection of the package and all items returned to the applicant, thereby delaying potential timetable for construction.

In no case shall construction commence without a pre-construction meeting.

Pre-Construction information, guidelines, and duties may be located on the City's website (www.roundrocktexas.gov). The site development permit approval, distribution of the six (6) sets to Planning and Development Services and pre-construction meeting shall be completed before a Building Permit is issued.

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:

- The site plan permit is altered in a way in which there is a change to the project scope or an increase in the intensity of the development.
- 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 minor construction plan revisions does not fall under this category.

Site Development Permit Expiration

- A. Per the Zoning Ordinance 46 -13, 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 46 - 92, expiration of an APPROVED site development permit is 12 months from PDS sign-off.
- C. As with any approved PDS site development permit, there is a period of one year prior to expiration. If a building permit has been issued, then the site development permit is valid until the project is closed-out. If a building permit has not been issued, the applicant may wish to pursue an extension. (*Please see "Revisions & Extensions" for details.*)
- D. 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 PDS review.

Small Project Application Requirements

Small Project Site Development Permit applications shall include the following documentation:

1. Four (4) full sets of construction plans - no larger than 24" x 36" inches
2. Supporting documents for TIA approval or waiver, drainage, easements, permit status for other agencies (MUD approval, TXDOT correspondence, etc.)

Site Development Construction Plans shall include the following:

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

1. General requirement: All plan pages shall be drawn to an appropriate and legible standard engineering scale and shall include:
 - a. North arrow
 - b. Legend
2. 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/or Owner
 - i. Signature block for "Planning and Development Services"
 - j. Location map
 - k. Engineer signature and seal (on ALL civil sheets) [Owner, Architect, or Landscape Architect certification in-lieu of Engineer on a case-by-case basis as ultimately decided by the Development Service Manager].
 - l. Note addressing either on-site detention or participation in the regional detention program (*regional is not accounted for in the MUIA district*)
 - m. Water Quality Note (if any on-site impervious cover is proposed, submittal to TCEQ is required.
 - n. Orientation Map with hatched or shaded limits of construction
 - o. Compliancy Clause

- p. Adequacy Clause
3. Copy of recorded plat
 4. 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
 5. Dimensional Site Plan showing:
 - a. Boundaries of project
 - b. Platted, recorded, and proposed easements including any by separate instrument
 - c. Water Meters, existing and proposed water and wastewater facilities
 - d. Location and dimensions of building footprints and roof overhangs
 - e. Location of all structures (i.e. retaining & dumpster walls; fences; signs; ponds; poles)
 - f. Location and dimensions of parking spaces, driveways, and internal circulation
 - g. Chart showing required and proposed parking per each land use
 - h. Location and dimensions of sidewalks
 - i. Location and dimensions of loading docks
 - j. Location and dimensions of ground-mounted equipment
 - k. Drive-through stacking layout, if applicable
 - l. Locations of all existing and proposed trees
 - m. Existing and proposed fire hydrant locations
 - n. Fire sprinkler lines
 - o. Fire Apparatus access points
 - p. Address as provided by the City of Round Rock
 - q. Fire Lanes
 - r. Fire Apparatus turn around
 - s. City-issued or City-approved construction details as applicable for fire protection
 - t. Type of Construction (Type I, II, III, IV, or V) and (A or B).
 - u. Type of Building Occupancy per 2006 International Fire Code (i.e. A-1, R-2, etc)
 6. Tree Survey and Tree Protection Plan may be required by PDS depending on the individual site and specific project scope.
 7. Landscape Plan and Tree Replacement Plan may be required by PDS depending on the specific project scope.
 8. Irrigation Plan will be required if a Landscape Plan is deemed necessary by PDS.

9. Drainage Plan may be required by the Development Services Manager depending on the individual site and specific project scope
10. Erosion Control Plan may be required by the Development Services Manager depending on the individual site and specific project scope
11. Detail Sheet
 - a. Standard City-approved details associated with construction of the project (available on the City's website)
12. Lighting Plan may be required by PDS depending on the specific project scope.

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.

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.

Development Services Contacts

Development Services is comprised of staff members responsible for review and oversight of your development project. Each staff member has specific job duties relative to their education and work experience. The contact information for Development Services staff and their responsibilities are identified below. The Development Service's Manager is the principal point of contact to resolve your concerns, and ensure a well coordinated and efficient process.

Development Services Manager:

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

Development Services Office Administration:

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

Danielle Cohen (512) 218-7043 dcohen@round-rock.tx.us

Building Inspection:

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

Engineering Lead:

Aneil Naik (512) 671-2753 anaik@round-rock.tx.us

Engineering, Transportation & Utilities Review:

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

Aimee Chavez (512) 218-3238 lcarr@round-rock.tx.us

Fire Department Review:

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

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

Zoning, Landscaping, & Forestry Review:

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

TIA Approval:

John Dean (512) 218-6617 jdean@round-rock.tx.us

Project Close Out:

Mianne Haley (512) 218-7045 mhaley@round-rock.tx.us

Ordinance 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 Planning and Development Services. Contact TCEQ at (512) 339-2929, <http://www.tceq.state.tx.us/>.
3. A permit for driveway removal, permanent tenant access, and/or temporary construction access along a State roadway is a separate permit application, though reviewed and approved to the site permit. Review and issuance is overseen by Development Services.

Applicable Ordinances

For applicable ordinances and regulations that the reviewers apply during the application review, please follow the following links:

- a. [Municode](#) (Code of Ordinances)
- b. <http://www.roundrocktexas.gov/docs/treetechnicalmanual.pdf>
- c. <http://www.roundrocktexas.gov/docs/treeordinance.pdf>

Change of Use FYI

A site development permit must be obtained when a different use is sought for an existing structure. For example, a property owner seeks to convert an existing home to an office. While “new development” may not be proposed, certain improvements will be required to ensure that the new use furthers the health, safety, and welfare of the general public. Please be advised of the following:

Parking

If the new use (*according to the zoning ordinance*) has a higher parking rate than the previous use, additional on-site parking will be required. However, please note the following for properties within the Downtown Development Area and the MU-1A Zoning District:

Downtown Development Area

Property owners within this area may be eligible to utilize the existing right-of-ways to meet parking requirements. Please refer to Section 46 - 196 of the Zoning Ordinance to see if your property is eligible.

MU-1A Zoning District

Property owners within the Southwest Downtown Area are not required to provide on-site parking if no additional square-footage is proposed. However, if on-street parking does not exist adjacent to the subject site, temporary parking will be required. The number of temporary parking spaces required is one (1) per four hundred (400) square feet of Gross Floor Area for all non-residential uses, excluding restaurants. Restaurants are required to provide one (1) space per two hundred (200) square feet of Gross Floor Area, including outdoor dining areas. These temporary parking spaces must be constructed to a minimum standard of six (6) inches of base and two (2) inches of asphalt. The location, size, and alignment must be consistent with the latest version of the City’s Street Improvement Plan. This plan is on file in the Public Works Department.

Compatibility Requirements

If your property is located adjacent to an existing residential use, additional standards apply that seek to mitigate the impacts of the commercial use. These requirements include, but are not limited to, fences/walls; landscape screening; muted illumination; and increased setbacks. Please refer to the “Compatibility Standards” section of the Zoning Ordinance specific to your zoning district.

Americans with Disabilities Act (ADA)

All new uses must provide adequate accessibility for disabled persons. This includes, but is not limited to, providing the required parking spaces; an accessible route to the building from those parking spaces; and building modifications to facilitate accessibility. If you have specific questions about ADA requirements and your site, please contact the City's Building Official, Mark Remmert @ (512) 218-6600.



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

Development Permit Application

- Site
- Small Project
- Subdivision

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 _____
- 7) MUD approval obtained? Yes No
- 8) Traffic Impact Analysis status(check one): approved waived
- 9) Is a License Agreement part of this application? Yes No
 - a) License Agreement application submitted? Yes No
- 10) Is a WTF (wireless transmission facility part of this application? Yes No
 - a) WTF application submitted? Yes No
- 11) Project located in the Edwards Aquifer Recharge Zone? Yes No
 - a) TCEQ application status _____
- 12) Was a Presubmittal Meeting held prior to this submittal? Yes No
 - a) Date of meeting? _____
- 13) Site Legal Description: Lot: _____, Block _____
- 14) Subdivision Name: _____
 - a) Is plat recorded? Yes No
 - b) Date of recordation: _____
- 15) 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: _____

Applicant Signature

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**
	Subdivision Improvement			n/a***	n/a	
	Preliminary Site Plan			n/a	n/a	
	Full Site Plan			\$1000	\$200	
	Small Project			\$500	n/a	
	Resubmittal #1			n/a	n/a	
	Resubmittal #2			n/a	n/a	
	Resubmittal #3			n/a	n/a	
	Resubmittal #4+			\$500	n/a	
	ASAP			n/a	n/a	
	Approval			n/a	n/a	
	Extension			n/a	n/a	
	License Agreement			\$250	n/a	
	Wireless (WTF)			\$500	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 $\$1,000 + (\$200 \times 1.75 = \$350) = \$1,350$

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

***1.5% of total cost of improvements the City will accept for ownership and maintenance.