



Development Packet for **Zoning**

Use this packet for these applications:

- **Original Zoning**
- **Zoning Change**
- **Planned Unit Development**

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

Effective Date January 22, 2009

DEVELOPMENT PACKET FOR ZONING APPLICATIONS

This Development Packet consists of useful information and the required form for Original Zoning, Zoning Change and Planned Unit Development (PUD) applications to the City of Round Rock Planning and Zoning Commission.

Deadlines and Meeting Dates

Applications for Original Zoning, Zoning Change and Planned Unit Development (PUD) Zoning are reviewed on a strict schedule that includes specific dates for application submittal to City Staff, review and recommendation by the Planning and Zoning Commission, and review and determination by the City Council. Each of these dates is roughly one month apart, making the entire process from application to final approval or disapproval by the City Council a minimum of two months. Before submitting an application, the Applicant shall verify the following information with the Planning Department:

- Deadline for filing application** with the Planning Department
- Date of **Planning and Zoning Commission** public hearing and recommendation to City Council. The applicant or agent should be present at the hearing.
- Date of **City Council** public hearing and consideration of proposed ordinance. The applicant or agent should be present at the hearing.

In addition, prior to submitting an application, the applicant shall schedule a:

- Pre-development conference** with the Planning Department to discuss the proposed rezoning

Please contact Clyde von Rosenberg at (512) 341-3174 to schedule an appointment for a pre-development conference.

Zoning Classifications

On all forms use the complete name of the zoning district as listed below:

SF-R	Single Family – Rural	I	Industrial
SF-1	Single Family – Large Lot	PF-1	Public Facilities – Low Intensity
SF-2	Single Family – Standard Lot	PF-2	Public Facilities – Medium Intensity
TF	Two Family	PF-3	Public Facilities – High Intensity
TH	Townhouse	SR	Senior
MF	Multi-Family	MI	Mining
C-1	General Commercial	OS	Open Space
C-1a	General Commercial - Limited	MU-1a	Mixed-Use – Southwest Downtown
C-2	Local Commercial	PUD	Planned Unit Development
OF	Office	H	Historic Overlay
BP	Business Park	CT	Chisholm Trail Overlay
LI	Light Industrial	PV	Palm Valley Overlay

Zoning Application Requirements

Applications for Original Zoning, Zoning Change and Planned Unit Development (PUD)* Zoning shall include the following items:

- Zoning **Application**.
- Written approval, deferral or waiver from the City's Transportation Director regarding a **Traffic Impact Analysis (TIA)**. (See attached TIA information sheet, pg. 5)
- A **check** payable to the City of Round Rock for the applicable fee(s). (See attached Zoning fee schedule, pg. 6)
- Property description** of the land to be rezoned, either: (1) the subdivision lot and block information, as recorded with the County Clerk **or** (2) a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas. The metes and bounds description shall be provided in a format reproducible on 8 1/2" x 11" paper. (Please provide *two* sets of originals.)
- Copy of **deed(s)**, identifying the owner(s) of the property.
- An **abstractor's certificate** or **title commitment**, which shall state the names and addresses of all current owners and current lien-holders of the subject property. The abstractor's certificate or title commitment shall be dated no earlier than 30 days prior to submission of the application.
- Notification requirements** for property owners within 300' of the subject property:
 - A **map** (to scale) indicating the subject property with a line drawn around the property at 300' from the lot line, indicating the properties whose owners require notification.
 - A **list of the names and addresses**, according to the county appraisal district, of all property owners within 300' of the subject property.
 - Two sets of **address labels** (with the names and addresses of property owners within 300') to be used for notification of public hearings at the Planning and Zoning Commission and City Council meetings.
- Concept Plan**, if required by the Subdivision Ordinance.

** Planned Unit Development applications shall be subject to the following additional requirement:*

- A draft PUD Development Plan**, coordinated with City staff

Zoning Application

Project Name: _____ Date: _____

Petition to the City Council of Round Rock, Texas:

Property owner(s): _____

Owner's agent (if applicable): _____

hereby make(s) application to the City Council of the City of Round Rock for change in zoning designation of the property described below:

FROM (Current zoning district): _____

TO (Proposed zoning district): _____

Proposed Use of Property (if known): _____

Property Description:

A: Recorded Subdivision Information:

Subdivision: _____

Lot: _____, Block: _____ Acres: _____

Recorded in Williamson County, TX, Document #: _____

or: Volume #: _____ Page #: _____

or B: Property Description Information: (attach a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas)

Property address: _____

Survey name: _____

Acres: _____ Abstract #: _____

Deed(s) which conveyed the property to the present owner:

Document #: _____ Acres: _____

or: Volume #: _____ Page #: _____

Please attach additional pages as necessary.

Project Name: _____ Date: _____

Ownership Type: Sole Owner Community Property
 Partnership Corporation Trust

Owner Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

Owner's Agent (if applicable) Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

If ownership is other than sole or community property, please name the partners, principals, beneficiaries, etc. respectively:

1) Name: _____

Position: _____

Address (full): _____

2) Name: _____

Position: _____

Address (full): _____

3) Name: _____

Position: _____

Address (full): _____

Please attach additional pages as necessary.

Traffic Impact Analysis (TIA)

Prior to the submission of a Zoning Application, the applicant shall contact the City of Round Rock Department of Transportation Services to ascertain whether or not a Traffic Impact Analysis (TIA) will be required. On the date of submittal of the Zoning Application to the Planning Department, one of the following must be included:

- 1) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been approved; or
- 2) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been deferred; or
- 3) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been waived.

Please contact John Dean, Transportation Planner, City of Round Rock, at 218-5562 to discuss the determination regarding the TIA requirement.

If required, the TIA shall be prepared in accordance with the City of Round Rock Design and Construction Standards, Transportation Criteria Manual, Section 2 – Traffic Impact Analysis.

Zoning Fee Schedule

Map Amendment (Rezoning):	\$750
Planned Unit Development (PUD):	\$2,000, plus \$200 per acre*, total fee not to exceed \$5,000
	*or fraction thereof in excess of one acre, calculated on a pro rata basis. By way of example, a 2.75 acre tract would generate a fee of \$2,350 calculated as follows: $\$2,000 + (\$200 \times 1.75 = \$350) = \$2,350$
Minor PUD amendment:	\$500
Major PUD amendment:	\$1,000
Variance:	\$500
Special Exception:	\$500
Temporary Use Permit:	\$50
Notification Fees:	\$1 per notified property owner (300 ft) \$150 per published notice (newspaper)
Zoning Verification Letter:	\$50