



Zoning

Application Information

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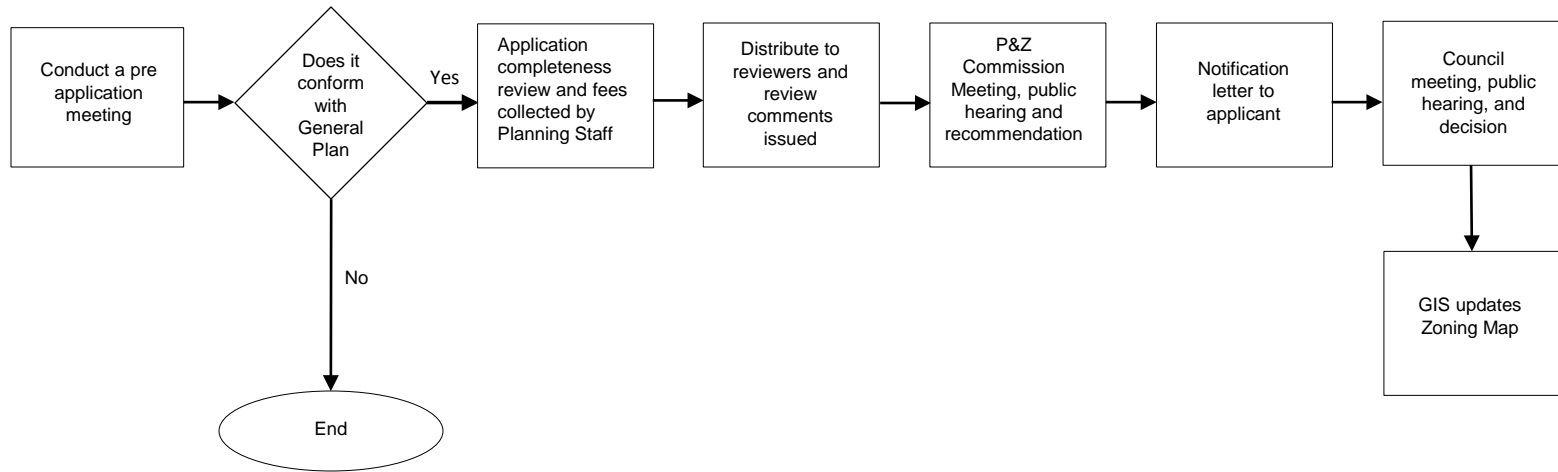
Project Application

Zoning Petition

Planning and Development Services Department
City of Round Rock, Texas

Updated: November 2011

Zoning Process



DEVELOPMENT PACKET FOR ZONING APPLICATIONS

This Development Packet consists of useful information and the required form for Original Zoning and Zoning Change applications to the City of Round Rock Planning and Zoning Commission. There is a separate development packet for Planned Unit Development (PUD) zoning applications.

Deadlines and Meeting Dates

Applications for Original Zoning and Zoning Change 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 & Development Services Department (PDS):

- Deadline for filing application** with the Planning & Development Services 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 & Development Services 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	H	Historic Overlay
OF	Office	CT	Chisholm Trail Overlay
BP	Business Park	PV	Palm Valley Overlay
LI	Light Industrial		

Zoning Application Checklist

Applications for Original Zoning and Zoning Change 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)
- 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 to owners** of properties 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, identifying all properties lying wholly or in part within the 300 ft. boundary;
 - A **list of the names and addresses** (according to the county appraisal district) of the owners of all such properties; and
 - Two sets of **address labels** giving the names and addresses of all these property owners, 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.
- A **check** payable to the City of Round Rock for the applicable fee(s).
 - **Rezoning (Map Amendment):**
\$750+ Notification (below)
 - **Original Zoning** (Initial zoning following voluntary annexation):
\$750 + Notification (below)
 - **Notification:**
 - \$300 for two published newspaper notices
 - \$1 per letter sent to owners of properties within 300 ft.

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 & Development Services 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 218-6617 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.



Project Application (Page 1 of 2)

City of Round Rock · Planning & Development Services Department
301 Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

A. Project Information

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

- | | | | |
|-------------------------------------|---|---------------------------------------|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation (<u>circle one</u> : plat, easement or building line) |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | |
| <input type="checkbox"/> PUD | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Donation |

Revision of Approved Plan/Plat? Y N Name: _____

Jurisdiction: City Limits ETJ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

Applicant's Signature

Applicant's role: Owner Developer Other: _____

I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Staff Use Only Application No: _____ Date: _____



Project Application (Page 2 of 2)

City of Round Rock · Planning & Development Services Department
301 W. Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

B. Contact Information

I. Property Owner

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Owner's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

III. Developer

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Developer's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Zoning **DYh**tion

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): _____

Reason for the request and proposed use *(attach additional pages as necessary)*:

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 #: _____

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.