



Site Development Application Packet

Included in this Packet:

Process Flowchart

Land Development and Permit eSystem Information

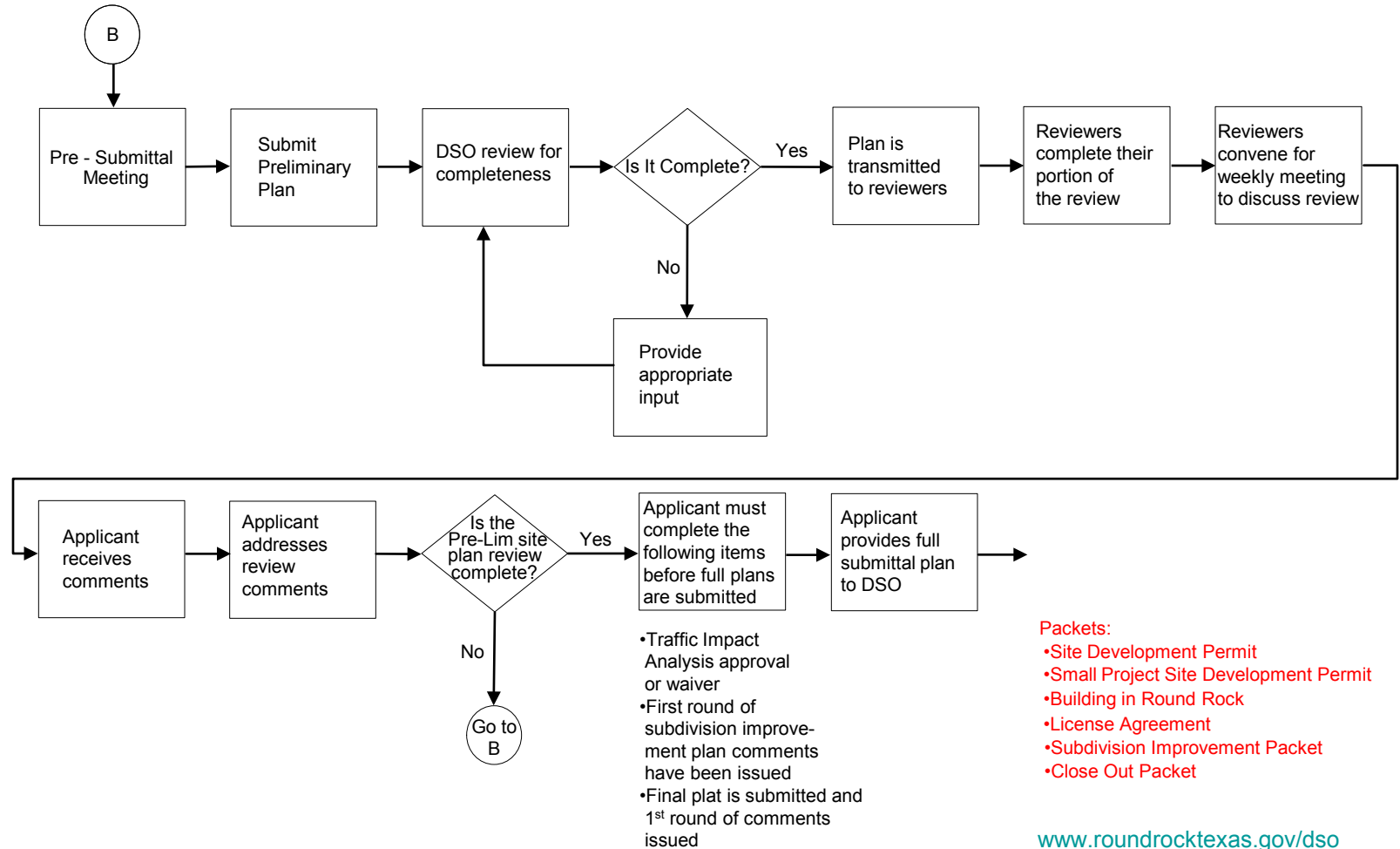
Pre-Submittal Meeting Request Form

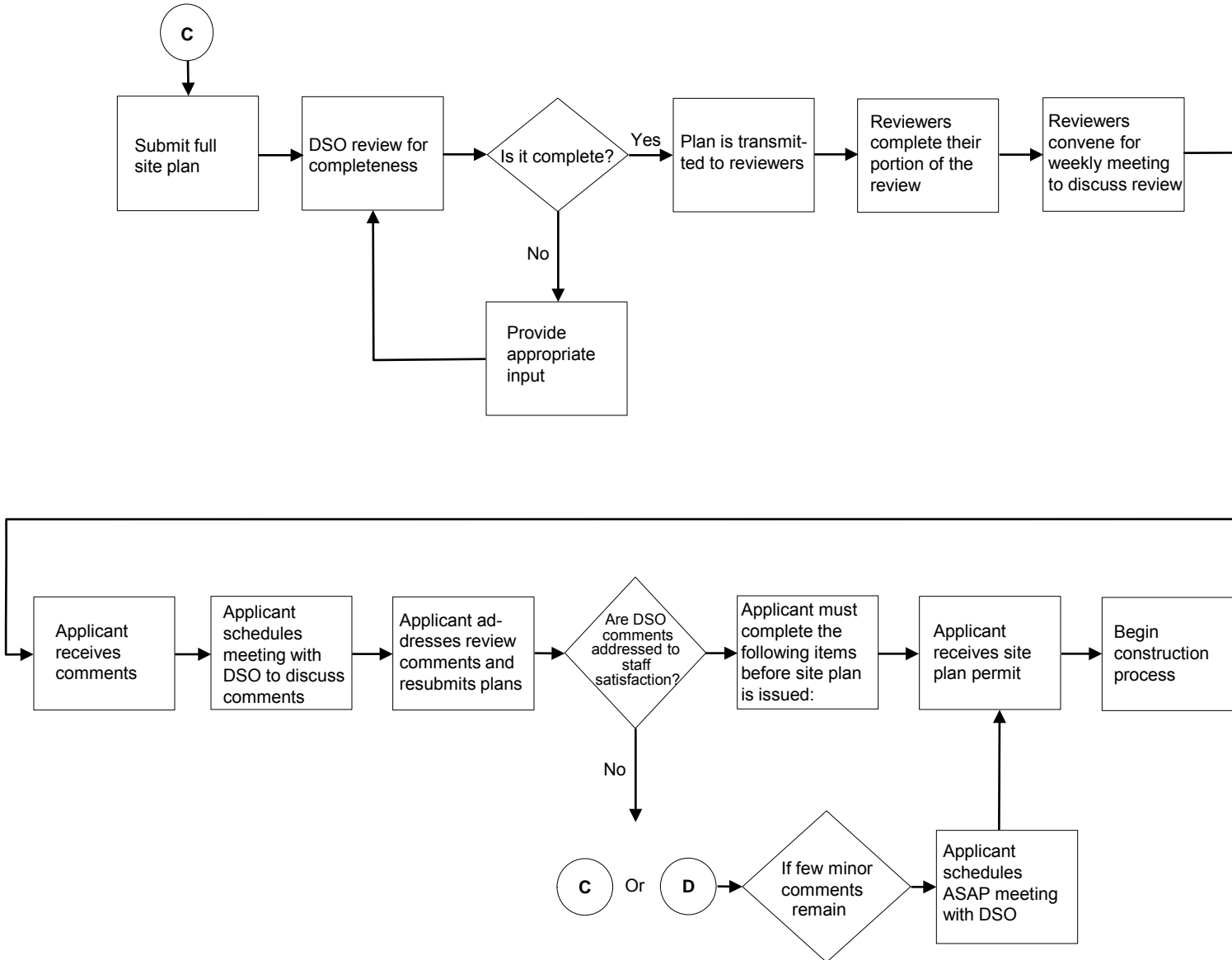
Application Checklist/Plan Requirements

Applicable Ordinances

Site Development Permit Application

Site Development Permit Process





Site Development Permit Packet

This Development packet includes the procedural information, checklists, and forms necessary for obtaining site plan approval (site development permit) through Planning and Development Services (PDS).

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Welcome to the Planning & 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 our development philosophy at <http://www.roundrocktexas.gov/home/index.asp?page=1817>. 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 step 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.

Getting Started

When do I need a site development permit?

The applicability of site plan review is established by Section 46-98 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

Please submit a [pre-submittal meeting request form](#) to Kamie Fitzgerald at 512-671-2702, kfitzgerald@roundrocktexas.gov to schedule this conference.

The process consists of the following steps:

Step 1 Pre-submittal 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)

- Comment Review meeting with staff
- Resubmittals

Step 4 ASAP (Abbreviated Submittal Approval Process)

- Approval Extensions
- Site Plan Amendments (to approved plans)

Step 5 Post approval/Pre-Construction

- Site plan revisions

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 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.

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@roundrocktexas.gov

Development Services Office Administration:

Kamie Fitzgerald (512) 671-2702 kfitzgerald@roundrocktexas.gov

Danielle Pervinich (512) 218-7043 dpervinich@roundrocktexas.gov

Building Inspection:

Mark Remmert (512) 218-6600 markr@roundrocktexas.gov

Engineering Lead:

Aneil Naik (512) 671-2753 anaik@roundrocktexas.gov

Engineering, Transportation & Utilities Review:

Laton Carr (512) 218-3238 lcarr@roundrocktexas.gov

Aimee Chavez (512) 341-3161 achavez@roundrocktexas.gov

Fire Department Review:

Mark Selby (512) 216-6633 selby@roundrocktexas.gov

Mike Heard (512) 218-3204 mheard@roundrocktexas.gov

Zoning, Landscaping, & Forestry Review:

Taylor Horton (512) 341-3175 thorton@roundrocktexas.gov

TIA Approval:

John Dean (512) 218-6617 jdean@roundrocktexas.gov

Project Close Out:

Mianne Haley (512) 218-7045 mhaley@roundrocktexas.gov

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 14 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 to establish the submittal process schedule, confirm any other processing steps besides site development permit, and to introduce the specifics of the project to PDS. 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. Please fax or email the attached Pre-submittal Meeting Request Form to Kamie Fitzgerald at (512)-671-2751 (fax) or kfitzgerald@roundrocktexas.gov to schedule a meeting.

Meeting Minutes

Following the pre-submittal meeting, staff will produce action minutes of the meeting. The purpose of the minutes is to document any decisions and/ or direction staff has given the applicant. Staff will email the minutes of the meeting to the attendees within three working days. Upon receipt, the applicant is urged to review the minutes to ensure all important information has been documented and there has been no misunderstanding. If there has been miscommunication, or an important item is missing, please contact Kamie Fitzgerald and we will resolve the matter.

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@roundrocktexas.gov. 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.

Small Projects

At the pre-submittal 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 PDS;
- 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;

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) 671-2751 or email (kfitzgerald@roundrocktexas.gov) 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

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 Planning and Development Services. 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 to coordinate comments.
- PDS reviews the review comments for consistency and lack of conflict. PDS 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 pre-submittal meeting
- Transmittal Letter
- Application
- 4 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 PDS 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:

- Four (4) 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, 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
- Tree survey (if no trees, state this)
- Label all adjacent zoning and property uses

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](#) 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.

Comment Review and Solution Meeting

Once you receive comments back from staff on the first full site development plan review, the next step is to schedule a meeting with Development Services. It is our belief that increased dialogue results in a reduction of submittals and a faster approval. That's why we think it is necessary for applicants to meet with staff. Once you've had a chance to review the comments, please contact Kamie Fitzgerald at (512) 671-2702 to schedule a meeting. We'll take this opportunity to explain the review comments and discuss your solutions. If you can't make the trip to our offices, we can schedule a conference call. Finally, if you don't feel the meeting is worthwhile and wish to forgo this requirement, please contact the Development Services Manager [Brad Wiseman, AICP (512) 341-3321] to discuss the matter. We're committed to expediting the development review process wherever possible and believe this step is vital in achieving that goal.

Review process:

- The applicant makes a submittal.
- The submittal is distributed to reviewers.
- The reviewers to coordinate comments.
- PDS reviews comments for consistency and lack of conflicts. PDS 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, 2) [ASAP](#), or 3) approval of documents
- Schedule a meeting with PDS staff to review comments and discuss solutions.
- 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

- Delivered via team member, courier, or shipment via FedEx or UPS.
- Completed Application
- Required fee attached
- Letter responding to comments is included with application
- 4 sets of plans meeting the requirements of the plan checklist, 24" x 36" 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

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 PDS 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, 218-6617)

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 “Planning and Development Services”
 - j. Location map
 - k. Engineer signature and seal (on ALL civil sheets)
 - l. Note addressing either on-site detention or participation in the regional detention program
 - m. Water Quality Note (if applicable)
 - n. Note indicating additional square footage of impervious cover
 - 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. Area plan indicating adjacent zoning, land uses, and area driveways within 200'.
7. 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
8. Dimensioned 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 calculations chart showing number of required parking spaces for each proposed land use and number of spaces provided on site
 - 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 a key to details of enclosures
 - m. Location and dimension of all proposed fencing, including a key to details of all proposed fencing
 - 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
 - v. Driveway connection to adjacent commercial uses
9. Tree Survey showing:
 - a. Locations of all existing trees with tag numbers keyed to a tree list
 - b. Location of all monarch trees designated by a distinct and conspicuous symbol
 - c. Location of flood plain
 - d. Tree list to include:
 - i. Tree number
 - ii. Caliper inches for each trunk in multi-trunk trees
 - iii. Total caliper inches for tree (multi-trunk trees, use total of the largest trunk added to ½ the caliper of all other trunks)
 - iv. Species
 - v. Notes on health or condition of tree
 - vi. Monarch Tree with distinct and conspicuous symbol
10. Tree Protection Plan showing:
 - a. Location of all existing trees
 - i. Trees to be removed delineated by dashed circle with tree number
 - ii. Trees to remain delineated by solid circle with tree number

- b. Tree protection notes – as specified in the [Round Rock Tree Technical Manual](#)
 - c. Tree protection details
 - d. Tree fencing details
 - e. Administration, inspection and enforcement notes
 - f. Limits of flood plain
11. Landscape Plan including:
- a. Sealed and signed by a Landscape Architect registered in Texas (All Sheets)
 - b. All current civil base information
 - c. Rights-of-way labeled
 - d. Proposed and existing site elements to include all drainage structures
 - e. Landscape calculations chart showing all requirements of the Zoning Ordinance, section 46-195, Landscaping
 - f. Natural site features including karst features and exposed rock outcroppings
 - g. Existing trees to be removed shown with a dashed circle and tree number
 - h. Existing trees to remain shown with a solid circle and tree number
 - i. All proposed trees shown with distinct symbols at conventional symbol sizes
 - j. Proposed shrubs and groundcovers
 - k. Planting schedule including:
 - i. Botanical name,
 - ii. Common name, and
 - iii. Specifications at the time of planting
 - l. Irrigation notes
 - m. Existing and proposed grading
 - n. Location and linear foot dimensions for all required screening, including, perimeter parking lots, above-ground utilities and equipment and trash receptacles.
 - o. Location and linear foot dimensions of all required compatibility buffers
 - p. Location of pervious and impervious surfaces with materials labeled.
 - q. Delineation of street yard
 - r. Location of all proposed and existing easements including those required by plat location of all utilities (proposed and existing)
 - s. Location of proposed and existing fire hydrants
 - t. Planting details
 - u. All proposed fence details (or include them with item #7)
 - v. Tree irrigation notes
 - w. Tree staking details as per the [Tree Protection Manual](#)
 - x. Note prohibiting balled and bur lapped trees planted during summer months – see TPM
12. 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. Channel profiles
 - m. Crossing elevation information for all public lines versus other utilities
 - n. 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.
13. 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 pounds.
 - l. Type of construction (Type I, II, III, IV, V) and (A or B)
 - m. Type of Building Occupancy per 1006 International Fire Code (*i.e. A-1, R-2, etc.*)
14. Erosion Control Plan showing:
- a. Limits of construction with standard notes and details
 - b. Appropriate BMP's (including silt fence, rock berms, SCE's, etc.)
 - c. Existing/Proposed grades and topographic contours at intervals not to exceed two feet
15. Utility Plans showing:
- a. Existing and proposed water and wastewater facilities
 - b. Flow lines (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
16. Detail sheet
- a. Standard City-approved details associated with construction of the project (available on the city's website www.roundrocktexas.gov)
17. 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 22](#)).

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 Planning and Development Services, 1st Floor, for pre-construction conference ([step 5: Post Approval](#))
3. Proceed with inspections and project close-out as directed by the Chief Building Official.
4. To initiate subsequent phases prior to the permit expiration
 - a. Notify the Development Services Manager and Construction Inspector 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 PDS, 1st Floor.
5. To initiate subsequent phases after the permit expiration:
 - a. Submit 6 sets to PDS, 1st Floor, 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 a Certificate of Occupancy for the entire 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 Planning and Development Services as part of the site plan review.

Phasing Checklist Items:

- a. Each phase must stand alone in meeting all codes subject to site plan reviews. Planning and Development Services 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 36 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 PDS. 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 PDS.”
- ii. Separate signature blocks are required for each phase, for projects other than multifamily town homes or apartments. On the Mylar cover sheet per each phase add a signature block for “Planning and Development Services” (PDS)”.

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.

Application Completeness Check for Resubmittals

- If third or later resubmittal, required additional review fee
- Four (4) sets of plans meeting the requirements of the plan checklist, 24" x36" maximum sheet size.
- 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.
- 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 PDS 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 the ASAP process.

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 PDS with questions or if there appears to be a miscommunication.

Step 4: Abbreviated Submittal 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 on a Monday, and staff completing that review by Friday, 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 (kfitzgerald@roundrocktexas.gov, 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 requested by staff to the meeting (i.e. plan sheet etc.)
- The applicant brings a Mylar of the coversheet for Development Services Manager 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:

- 1) Letter requesting extension
- 2) 4 sets of previously approved plans
- 3) Original mylar cover sheet, with the following added:

- i. Note: "Approved for 365-day extension"
 - ii. Signature block for "Planning and Development Services"
- 4) Updated site development permit application
- 5) 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 PDS reviewers may limit review due to legibility, or uncoordinated items; such as, multiple layers, plotting errors, etc.

Step 5: 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 within three (3) business days.

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.

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 all the TCEQ applications 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.

Procedural FAQs

1. PDS staff welcomes the opportunity to meet at anytime in the process. Please feel free to call or email any reviewer at any point in the process. An open and continual dialogue often results in an expedited process.
2. Prior to every submittal, please reference the most recently published PDS 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 (512-671-2702) with questions about finding information online.
3. Development Services 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. For specifics please contact the Development Services Manager [Brad Wiseman, AICP (512) 341-3321].
4. Site permit review is entirely administrative. Public hearings, Planning and Zoning Commission meetings, and the City Council are not part of this process.
5. 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 internally to coordinate the review among various departments. Comments are issued from Development Services under a cover letter.
6. Four (4) 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.
8. Comments are always ready on the scheduled comment issue date. We will call the lead applicant when comments are ready to be picked up. 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. 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 site plan submittal.
10. 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.
11. 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.
12. 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 Development Services for zoning ordinance compliance prior to the issuance of a building permit. A courtesy review by Development Services 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.

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_edc.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 14: 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: [Municode](#)
 - a. Code of Ordinances Chapter 46: Zoning Ordinance.
 - b. Code of Ordinances Chapter 36: Subdivision Ordinance
- 5. Landscape and Irrigation Compliance:
 - a. Zoning Ordinance Section 46 -195
- 6. Transportation Compliance:
 - a. Design and Construction Standards, Transportation Specifications (see 9 (c), below)
 - b. Code of Ordinances Chapter 36: Subdivision Ordinance
 - c. Code of Ordinances Chapter 42: Traffic Regulations
 - d. Code of Ordinances Chapter 44: 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 36: Subdivision Ordinance
 - c. Code of Ordinances Chapter 10: 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 36: Subdivision Ordinance
 - c. Code of Ordinances Chapter 10: Building Ordinance
 - d. Code of Ordinances Chapter 44: 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. [Municode](#) (Code of Ordinances)
 - c. Engineering Design and Construction Standards (DACS)
 - d. <http://www.roundrocktexas.gov/home/index.asp?page=967>
 - e. <http://www.roundrocktexas.gov/docs/treetechnicalmanual.pdf>

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. Developer 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) Building Square Footage: _____
- 4) Current Zoning: _____ Proposed Zoning: _____
- 5) Adjacent Zoning: North _____ South _____ East _____ West _____
- 6) Is this project in a zoning overlay: Yes No
- 7) Is this project in a MUD? If yes, please list which MUD _____
- 8) MUD approval obtained? Yes No
- 9) Traffic Impact Analysis status(check one): approved waived
- 10) Is a License Agreement part of this application? Yes No
 - a) License Agreement application submitted? Yes No
- 11) Is a WTF (wireless transmission facility part of this application? Yes No
 - a) WTF application submitted? Yes No
- 12) Project located in the Edwards Aquifer Recharge Zone? Yes No
 - a) TCEQ application status _____
- 13) Was a Presubmittal Meeting held prior to this submittal? Yes No
 - a) Date of meeting? _____
- 14) Site Legal Description: Lot: _____, Block _____
- 15) Subdivision Name: _____
 - a) Is plat recorded? Yes No
 - b) Date of recordation: _____
- 16) 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.