

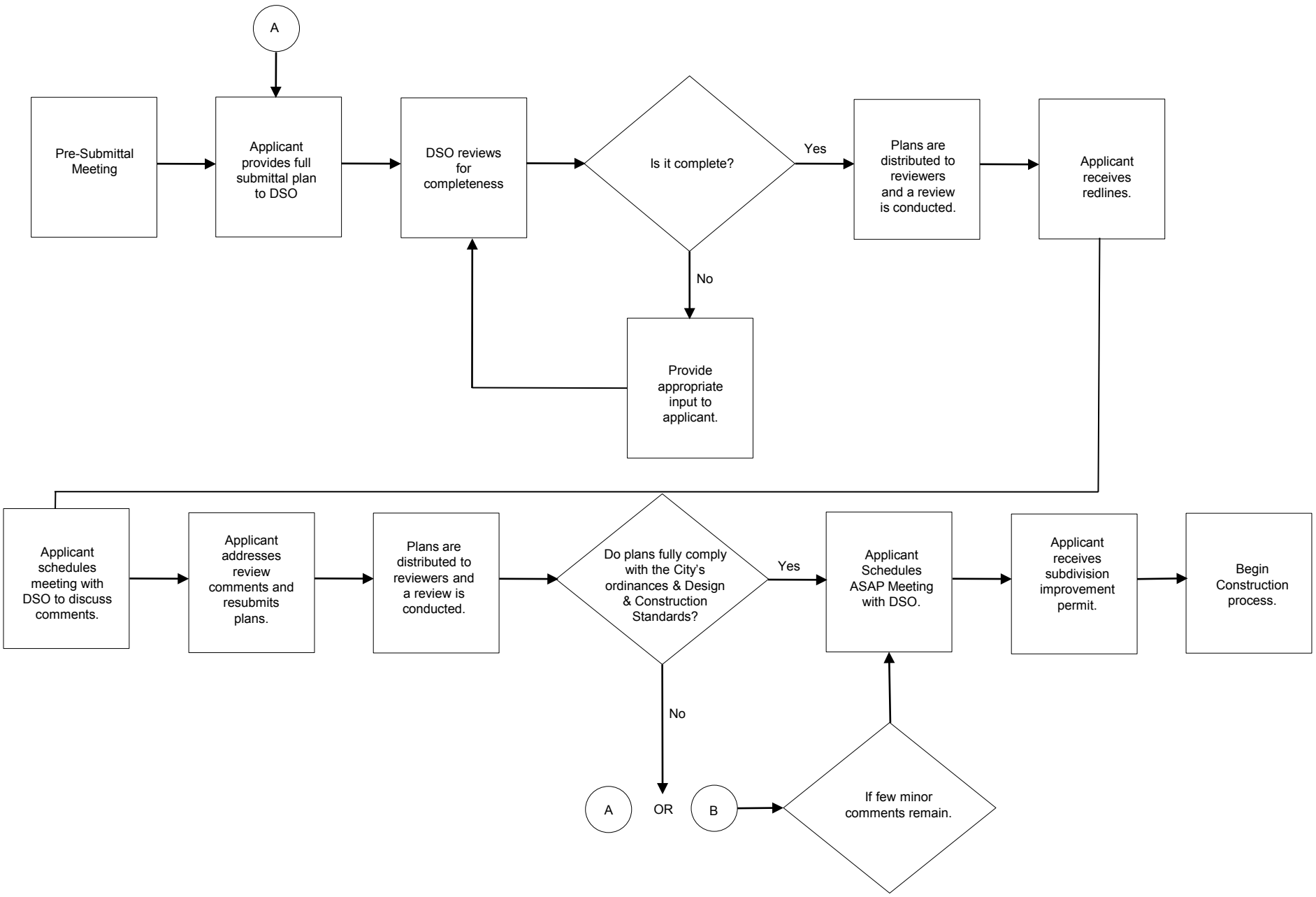


Subdivision Improvements Application Information

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Subdivision Improvement Permit Process



Development Packet for Subdivision Improvement Permit

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

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Getting Started

When do I need a Subdivision Improvement permit?

The applicability of subdivision improvements are established by Article VII of the Subdivision Ordinance. Subdivision Improvements are required for the following:

- Streets, water, wastewater, and storm associated with single-family development
- Streets or roadway required for compliant access for non-single-family development
- Water, wastewater, storm, or other public improvement required to adequately and properly serve a non-single-family development

Subdivision Improvement plan review process overview

Step 1 Full Submittal Plan Review

- Resubmittals as necessary

Step 2 Approval of plans and issuance of permit

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.

Vesting

If you feel that your project may have vested rights, please submit a letter to the Planning and Development Services Department 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.

The Planning Director will make a determination regarding whether or not your project is vested. 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.

Subdivision Improvement Permit Expiration

- A. Per the Subdivision Ordinance (36 - 203), an approved subdivision improvement permit expires two (2) years from the date of acceptance by the City.
- B. Once a permit has expired, a complete application refiling is required. This includes all documentation required for an adequate review; including but not limited to floodplain justification, geotechnical reports, etc.

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

Step 1: Subdivision Improvement Plan Submittal

Prerequisites for this step

- A floodplain study has been reviewed and approved by the City
- A geotechnical investigation (soils report) has been submitted

This step includes the submittal and review of the full civil engineered construction plans. Please refer to the attached [full submittal checklist](#). The approved drawings will be the construction plans the Inspectors will use when inspecting the construction of this project. It shall be the same set of plans the contractors will use for the civil portion of the project during construction.

Review process:

- The applicant makes a submittal.
- The submittal is distributed to the reviewer.
- The reviewer makes his or her comments on the submittal itself.
- The applicant is notified when the plan redlines are ready to be picked up.
- The results of this review are either: 1) resubmittal required, or 2) permit issuance

Application Completeness Check for Subdivision Improvement Plan Submittal

- Hand delivered by project team member (not a courier)
- Completed Application
- 24"x36" max. sheet size; 2 paper sets (1st round) or 1 new set & redlines (2nd+ round)
- Engineer Seal
- Approved preliminary or final plat is included as part of the construction plan set
- Plans are legible and drawn at an engineering scale
- Copy of approved floodplain study
- Engineer-sealed geotechnical investigation
- Drainage report

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 reviewer may have limited review due to legibility or uncoordinated items such as, multiple layers, plotting errors, etc.

Full Subdivision Improvement Development Permit Application Checklist

Please use this checklist when preparing your permit application.

Prerequisites for Subdivision Improvement Development Permit Application

- A floodplain study has been reviewed and approved by the City
- A geotechnical investigation (soils report) has been submitted

Subdivision Improvement Plans shall include the following:

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

1. Supporting documents for approval or waiver, drainage, easements, permit status for other agencies (MUD approval, TCEQ 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 major structures such as detention ponds, water quality ponds, property lines, and easements.
 - d. Engineer signature and seal (on ALL civil sheets)
3. Coversheet with the following information:
 - a. Name of project, to include reference to "Subdivision Improvements"
 - b. Address of project
 - c. Legal description of property and lot area
 - d. Sheet index
 - e. Revision block
 - f. Applicant's name, address, phone, fax and e-mail address.
 - g. Name, address, phone, fax, and e-mail address of Engineer and Owner
 - h. Signature block for "Planning and Development Services"
 - i. Location map
 - j. Note addressing either on-site detention or participation in the regional detention program
 - k. Water Quality Note (if applicable)
 - l. Orientation Map with hatched or shaded limits of construction
 - m. Compliancy Clause
 - n. Adequacy Clause
 - o. Statement referring to additional square footage of impervious cover
4. Copy of latest plat submittal

5. Area plan indicating adjacent zoning, land uses, and area driveways within 200'.
6. 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
 - d. Summary of pavement design per each road within scope
7. Roadway Design and Profile showing:
 - a. Horizontal and vertical scale match (e.g. H:1"=50' and V:1"=5')
 - b. Boundaries of project including bearings, distances, angles, and dimensions
 - c. Platted and recorded easements including any by separate instrument
 - d. Right-of-way lines, street curbs, centerlines, widths, radii, etc.
 - e. Label abutting zoning and existing land uses
 - f. Location and dimensions of sidewalks
 - g. All existing median cuts
 - h. Vertical and horizontal roadway information
 - i. Inlet locations (with stationing)
 - j. Existing and proposed ground profiles (subgrade depicted)
8. 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 and proposed roads
 - e. Existing drainage features including lakes, streams, and ponds
 - f. Location and elevation of the base flood and ultimate 1% annual chance flood elevations
 - g. Location and dimensions of existing and proposed storm water detention structures or ponds
 - h. Location and dimensions of existing and proposed water quality structures or ponds
 - i. Location and size of all proposed storm lines or surface drainage structures
 - j. Existing and proposed subbasin areas with supporting drainage calculations (for 2-year, 10-year, 25-year and 100-year storms using Austin 3-hour storm)
 - k. Crossing elevation information for all utilities
 - l. 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.
 - m. Inlet locations

9. Grading Plan showing:
 - a. Existing and proposed contour information
 - b. Horizontal and vertical scale match (e.g. 1"=50' and 1"=5')
 - c. Top of curb elevations
 - d. Ultimate 4% and 1% annual chance floodplains
 - e. Grading as appropriate throughout subdivision area
10. Storm Sewer Plan and Profile showing:
 - a. Alignment/assignment
 - b. Horizontal and vertical scale match (e.g. 1"=50' and 1"=5')
 - c. Inlets, junction boxes, manholes, etc.
 - d. Pipe lengths, sizes, grades, product, etc.
 - e. 25- and 100-year HGLs
11. Erosion Control Plan showing:
 - a. Limits of construction with standard notes and details
 - b. Appropriate BMPs (including silt fence, rock berms, SCEs, etc.)
 - c. Existing/Proposed grades, topographic contours at intervals not to exceed two feet, streets, drainage facilities, and any other pertinent information
12. Utility Plans showing:
 - a. 1 plan waterline, 1 plan wastewater
 - b. Assignment/alignment, stationing
 - c. Existing and proposed easements
 - d. Fire hydrants, water meters, wastewater cleanouts, gate valves, manholes, and all other pertinent information as required
 - e. Existing and proposed contour information
 - f. Appropriate crossing information
13. Utility Profiles sheets showing:
 - a. Profiles for all public wastewater
 - b. Profiles for waterlines 12" in size or greater
 - c. Horizontal and vertical scale match (e.g. 1"=50' and 1"=5')
 - d. Assignment/alignment, stationing
14. Detail Sheet
 - a. Standard City-approved details associated with construction of the project (available on the City's website) www.roundrocktexas.gov
15. Tree Plan or Landscaping Plan (if necessary) showing:
 - a. Texas Landscape architecture seal
 - b. All base information
 - c. Rights-of-way labeled

- d. Proposed and existing civil site elements
 - e. Location of existing trees, with monarch trees labeled
 - f. Any proposed landscaping (for a pond, for example)
 - g. Natural features
 - h. Existing trees to be removed and to remain
 - i. Large, medium, and small trees proposed
 - j. Existing and proposed grading
 - k. Location of all easements (proposed and existing)
 - l. Location of all utilities (proposed and existing)
 - m. Location of proposed and existing fire hydrants
 - n. Planting details
 - o. Tree protection notes – as specified in the Round Rock Tree Technical Manual
16. Lighting Plan showing:
- a. Street light locations
 - b. Utilities

Comment Review and Solution Meeting

Once you receive comments back from staff on the first full subdivision improvement plan review, the next step is to schedule a meeting with PDS. 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. 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 this step is vital in achieving that goal.

Resubmittals

A resubmittal is typically required to address comments issued. The resubmittal process repeats as many times as necessary to resolve all outstanding comments. 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.

Comments are issued via redlines only. The design engineer is **required** to respond to these comments with either typed responses OR by hand-writing the response in the redline set itself (in a color other than red).

All resubmittals require the previous redline set along with an updated set that reflects changes for responding to comments. Once resubmitted, redlines are not returned to the applicant. Therefore, please ensure all copies and scans required by the applicant are made prior to resubmittal.

Step 4: Approval

Abbreviated Submittal Approval Process (ASAP)

To expedite the process, staff has implemented the **Abbreviated Submittal Approval Process**. The ASAP is allowed when only a few minor items remain. A face-to-face meeting with the applicant will be held. Once the applicant presents acceptable resolutions to all remaining comments, the Development Services Manager will sign the acceptance letter (*with conditions if necessary*) and mylar coversheet. 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 addresses all remaining comments.
- The applicant brings a mylar of the coversheet for the Development Services Manager signature.

Pre-construction Conference (Pre-con)

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.

Useful Information

Code and Ordinance FAQs

1. Please note there is not a specific required impervious cover ratio set by ordinance. The impervious cover is regulated by meeting the drainage, landscape, and tree protection codes as referenced above, and as designed and certified by the engineer.
2. Water Quality is reviewed by the Texas Commission on Environmental Quality (TCEQ), not the City of Round Rock. The applicant will be asked for the status of the TCEQ application when submitting. For further information, 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. Review and issuance is administered by the Planning & Development Services Department.

Procedural FAQs

1. Prior to every submittal, please reference the most recently published Submittal Packet, City issued construction details, and applicable codes. Please note that the submittal packet, processing procedures, construction details, and codes are amended from time to time. All are available on the City's website. Please call Kamie Fitzgerald (512-671-2702) with questions about finding information online, or see pages [3](#), [4](#), and [5](#) of this packet.
2. Subdivision permit review is entirely administrative. Public hearings, Planning & Zoning Commission meetings, and the City Council are not part of this process.
3. The lead applicant will be contacted when redlines are ready to be picked up.
4. For a successful and timely review, please provide a designated lead applicant to coordinate all project team members.
5. Subdivision Improvement Permit approvals expire in two (2) years.

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_edu.pdf)
2. Fire Protection Requirements: 2006 IFC
 - a. Chapter 3 - Section 312 Vehicle Impact Protection
 - b. Chapter 5 – Fire Service Features
 - c. Chapter 5 - Section 503 Fire Apparatus Access Roads
 - d. Chapter 5 - Section 505 Premises Identification
 - e. Chapter 5 – Section 508.5 Fire Hydrant Systems
 - f. Chapter 5 - Section 508.5.4 Obstruction
 - g. Chapter 5 - Section 508.5.5 Clear Space Around Hydrants
 - h. Chapter 9 - Fire Protection Systems
 - i. Chapter 10 - Means of Egress
 - j. Chapters 11 - 44 - Project specific
 - k. Appendix D – Fire Apparatus Access Roads
 - l. Appendix D - Section D103.2 Grade
 - m. Appendix D - Section D103.3 Turning Radii
 - n. Appendix D - Section D105 Aerial Fire Apparatus Access Roads
 - o. 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
4. Landscape and Irrigation Compliance:
 - a. Zoning Ordinance Section 46 - 195
5. Transportation Compliance:
 - a. Design and Construction Standards, Transportation Specifications (see 9 (c), below)
 - b. Code of Ordinances Chapter 36: Subdivision Ordinance
 - c. City of Round Rock Access Management Permitting for State Highways (if applicable)
6. 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
7. 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 44: Utilities Ordinance
 - d. Water/Wastewater line profiling – DACS Utilities, Sections 1.8.2-B.3, 1.8.3-C.1
 - e. Easements – DACS Utilities, Sections 1.8.2-B.16, 1.8.3-C.7
8. Additional References:
- a. [Municode](#) (Code of Ordinances)
 - b. Design and Construction Standards (DACS)
<http://www.roundrocktexas.gov/home/index.asp?page=967>

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.