ROUND ROCK TEXAS
PLANNING AND DEVELOPMENT SERVICES

Subdivision Development

Concept Plan

Application information & Procedures

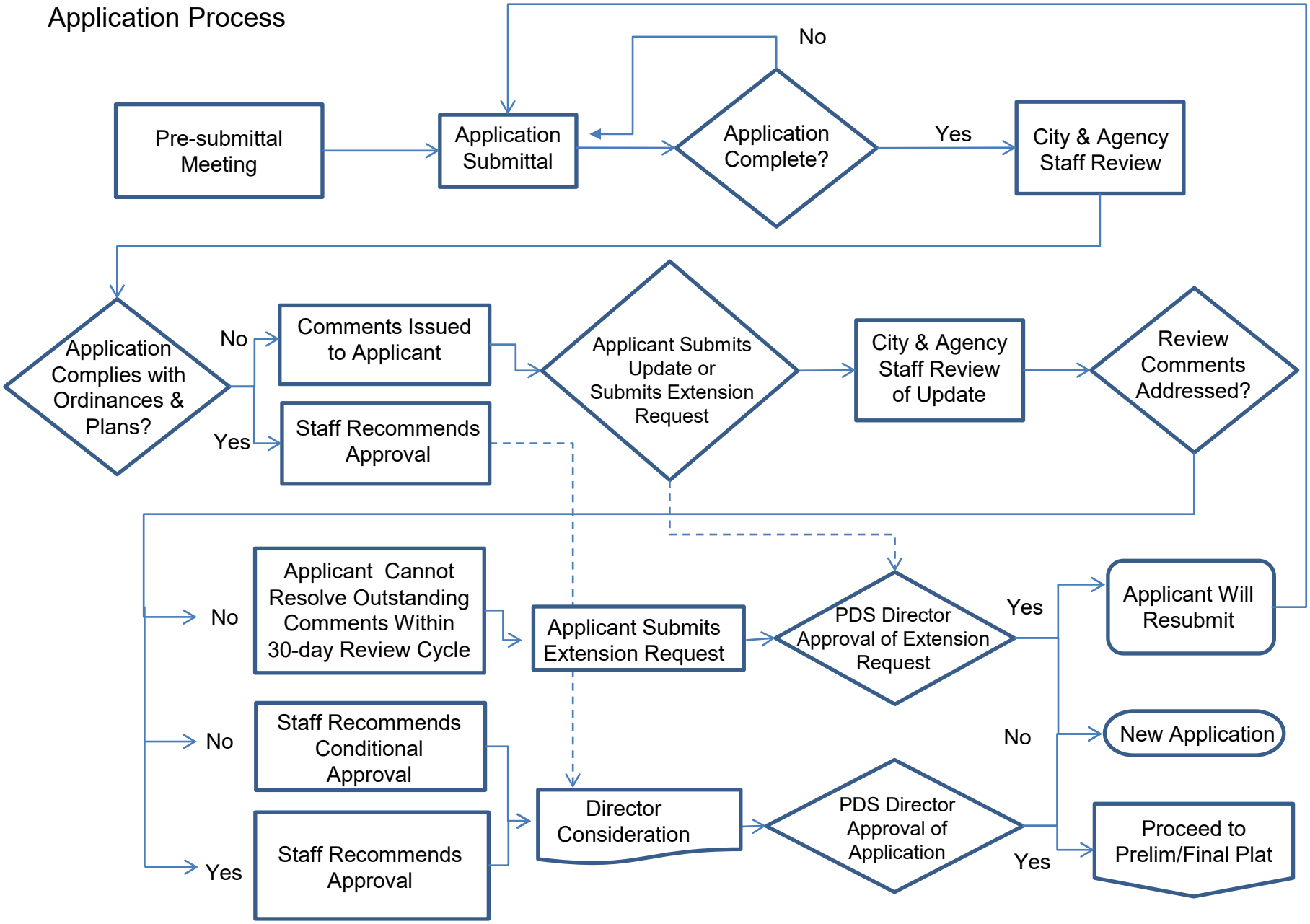
Copies of this and other Development Packet Chapters are available online at:
https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/

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Planning and Development Services Department
City of Round Rock, Texas
Updated July 10, 2024

Concept Plan
Application Process



Rev. 07/03/24

Subdivision Concept Plan

This section of the Development Packet consists of information and required forms for Subdivision Concept Plan applications.

The purpose of a Concept Plan is to present a layout of a proposed subdivision or addition. The intent is to facilitate the review of the proposal in accordance with Comprehensive Plan policies. In addition, the purpose of a Concept Plan is to allow review of availability of utilities, streets, and adequate drainage.

The Applicant shall submit a Concept Plan of the proposed subdivision or addition prior to the submission of a preliminary plat application for approval by the Planning and Development Services Director, when the proposed subdivision or addition includes any of the following: contains more than twenty acres or is contained within a parent tract which contains more than twenty acres; or proposes to create a new public street connection to a freeway, highway, or designated arterial roadway in the regional transportation network. Where a Concept Plan is not required, a preliminary plat or minor final plat may still be required.

If the proposed subdivision is outside City Limits and annexation is not proposed, please review the Platting in the ETJ section of the Subdivision Packet for additional County requirements.

Concept Plan Review Process

The initial step in submitting an application is a Presubmittal Meeting. An application and all required documentation are subsequently submitted via the Round Rock Permit Portal on the Official Filing Date and reviewed for completeness (see attached Concept Plan Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Plan Content). Comments generated during that review are forwarded to the Applicant within 10 calendar days.

The Applicant has approximately one week to respond to comments. After the Applicant has completed the requested modifications or otherwise addressed review comments, an updated plan, specified number of paper copies, and supporting materials shall be submitted to Planning and Development Services (PDS) for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Development Services Director approve the application. Concept plans do not require subsequent City Council approval. If the Plan is accompanied by a request for zoning, the zoning request must be approved by the City Council after it has been considered by the Planning and Zoning Commission.

After approval by the Planning and Development Services Director, PDS staff will notify the Applicant of the Planning and Development Services Director's decision. If an application was conditionally approved, the Applicant shall correct the original plan submitted with the response to comments.

Any conditions of application approval and/or corrections to the Concept Plan must be satisfied prior to submittal of an associated Preliminary Plat.

Approved Concept Plans shall expire two years after approval by the Planning and Development Services Director. If an associated approved Preliminary Plat expires, the Concept Plan shall also be deemed expired.

Application Deadlines

Applications for Concept Plans (whether original or revised) are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City staff.

Review cycles usually begin on the 1st and 3rd Tuesday of each month. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/

Before submitting an application, the Applicant shall verify the deadline for filing an application with PDS.

Zoning and Development Code Standards

This section of the Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements found in Code Of Ordinances, City of Round Rock, Part III, Zoning and Development Code, 2018, as amended. Please review applicable chapters of the Code of Ordinances and adopted Standards prior to application submittal.

The Zoning and Development Code is available online at:

https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIIZODECO

The Design and Construction Standards (DACS) are available online at:

https://www.roundrocktexas.gov/departments/transportation/dacs/

Parkland Conveyance

It shall be required that a Developer of any Subdivision or Addition set aside and convey to the public sufficient and suitable lands within the Subdivision or Addition for the purpose of parkland or contribute cash in lieu of land conveyance or combination thereof as determined by the Planning and Zoning Commission upon the recommendation of the Parks Director. The Parkland Fees can be found in Appendix A of the Code of Ordinances.

Prior to recording the Final Plat, the Developer shall deliver to PDS an executed deed, in a form approved by the City Attorney, conveying parkland shown on the Final Plat as approved by the Planning and Zoning Commission or approved fee in lieu thereof (see also the Donation Deed Packet). A Letter of Intent for parkland conveyance or fee in lieu of (see attached) is required at the time of Concept Plan application. If you have questions regarding parkland conveyance, please contact the Parks and Recreation Department (refer to Staff Contacts listed in the reference section of this packet).

Floodplain Study Requirement

A floodplain study may be required as part of the development process. If a floodplain study is required, that study must be approved prior to submittal of the Preliminary Plat application. The requirement of a floodplain study will be determined at the Presubmittal Meeting.

Presubmittal Meeting

Prior to submitting an Annexation application, the Applicant must schedule a Presubmittal meeting with PDS to discuss the proposed development. More information about scheduling a Presubmittal meeting can be found on the next page.

ROUND ROCK TEXAS
PLANNING AND DEVELOPMENT SERVICES

Pre-submittal Meeting Request

The pre-submittal meeting is an opportunity for the applicant to discuss all aspects of a proposed development project (annexation, zoning, platting, site development, subdivision improvement, etc.) with city staff and to ask any questions about items that may be critical to the project's feasibility. Staff will explain the city's requirements, identify what additional studies or analyses may be necessary, and outline the process necessary to receive approval. **A pre-submittal meeting is required before any applications may be submitted**.

At this meeting a Case Manager will be assigned to the project. The Case Manager is a resource for the developer's team and will be a single, accessible point of contact throughout the development process. The developer and/or the developer's agent, (e.g. engineer, architect, etc.) needs to be at the meeting and must be prepared to present a basic layout or description of the proposed development.

Visit the Round Rock Permit Portal to submit a pre-submittal meeting request. Contact Planning & Development Services staff with any questions at 512-218-5428 or PDSIntake@roundrocktexas.gov.

Meeting Minutes

Following the pre-submittal meeting, staff will distribute a detailed set of minutes. The purpose of the minutes is to document any decisions and/or direction staff has given the applicant. The Case Manager will email the meeting minutes to the attendees approximately two weeks after the meeting. Upon receipt, the applicant is encouraged to review the minutes to ensure all important information has been documented, and to ensure there have been no misrepresentations. If there has been a miscommunication or an important item is missing, please contact the Case Manager who provided the minutes and he/she will review the matter. The minutes will be binding for six (6) months after the date of the meeting and for the life of the permit, if a permit is issued and does not expire.

The pre-submittal meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications, comments may be issued on items that were not discussed at the meeting. The date of the meeting shall not be construed as the submittal date for an application.

Concept Plan Application Requirements

- **Please note that Concept Plan Applications must be submitted on the designated submittal dates via the Round Rock Permit Portal.** Applications submitted in person or outside the designated submittal days will NOT be accepted. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/

- **Please note that the Concept plan application will NOT be considered complete or filed unless all the application requirements are met.**

The Applicant shall upload all required documentation for a Concept Plan application in .pdf format via the **Round Rock Permit Portal** unless otherwise noted:

1. **Completed Project Application (**complete form via **Round Rock Permit Portal**).
2. **Presubmittal Meeting minutes** or documentation of City staff's knowledge of project being submitted.
3. **Location map –** Map showing the subject property with 300-foot line drawn around the property proposed for the Concept Plan with a key referencing the list provided in the following;
4. **Annexation Petition Commitment Letter –** If the property is not within City limits, a commitment letter stating that an annexation petition shall be provided upon the request by the Director of PDS. See Annexation Packet for details;
5. **Utility Service and Drainage Letter** - Signed and sealed letter from the Applicant's Engineer describing how the subdivision will be served by water and wastewater; how the utilities will interface with adjacent tracts; and how the site will be served with drainage or stormwater infrastructure.
6. **Utility Schematics –** provide .pdf version and AutoCAD file(projectname_utilschem.dwg) of the utility schematics.
7. **Letter of Intent for Parkland Conveyance –** Signed Letter of Intent, as approved by the Parks Development Manager, (see the Parkland section of this packet for additional information; a Letter of Intent is also included in the Forms section; signature from PARD must be obtained prior submittal of application).
8. **Concept Plan –** 1 file in .pdf format, and 1 file in one of the following formats:
    a. AutoCAD (projectname_amending.dwg) format;
    b. ESRI (projectname_amending.shp);
    c. MicroStation (projectname_concept.dgn) - follow up with GIS/utilities
    The file shall be georeferenced to the State Plane Grid Coordinate System – Texas Central zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.

9. **Existing Easements –** 1 .pdf file for each existing easement on the plan.

10. **Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Fees for Concept Plans can be paid via the online portal after the application has been accepted by PDS Staff.

Application Fee (base fee)	$ 500.00
Legal Fee	$ 100.00

Concept Plan Content *(must be shown on Plan)*

1. Unique Subdivision name; title must include the word "Revised" if Concept Plan has changed after Planning and Development Services Director approval.
2. All text, line work and hatching shall be legible.
3. North arrow on plat schematic.
4. Schematic drawn at a scale 1" = 100'.
5. Scale bar and numeric scale.
6. The following information must appear in ONE place on the FIRST sheet:

   OWNERS: (if corporation include name)
   SURVEYOR:
   SUBMITTAL DATE:
   DATE OF PLANNING AND DEVELOPMENT SERVICES DIRECTOR REVIEW:
   BENCHMARK DESCRIPTION & ELEVATION WITH VERTICAL DATUM AND GEOID:
   PATENT SURVEY:
   ENGINEER:
   **Please do not include email addresses on any of the Plat sheets.*
7. Location map with north arrow.
8. A legend with all acronyms, line work and hatching defined.
9. Phasing clearly defined (if applicable).
10. Boundary survey with bearings and distances; boundary shown in solid bold lines.
11. Transportation network: show collector level and higher streets within the site. Street layout and right-of-way must reflect the City of Round Rock Transportation Master Plan, as amended. Indicate all proposed public street connection points to existing roadways. Include a note with the following: "Proposed public street connection points are subject to approval on preliminary plat."
12. Dashed lines showing:
    a. Adjacent subdivision lots (preliminary plat, final plat or recorded plat), with the name of the subdivision.
    b. Adjacent unplatted property with names of landowners and acreage of property.
    c. Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
    d. Adjacent streets.
13. The following note shall appear: "A second point of access, meeting all criteria of the most recently adopted Fire Code, as amended, shall be required on all plats of residential subdivisions containing greater than 29 dwelling units."

14. Existing easements:

a. All existing easements encumbering the property must be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).

b. The beneficiary of the easement must be included in the easement label.

c. Existing blanket, undefined, or unlocatable easements must be referenced in a note on the plan.

15. Depiction of the ultimate 4% annual chance floodplain and ultimate 1% annual chance floodplain with unique line types, if known.

16. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend.

17. Depiction of natural features including caves/karst buffers with hatching or shading in the legend.

Letter of Intent

for Mandatory Parkland Conveyance

Parks & Recreation Department (PARD) 512-218-5540
Planning & Development Services Department (PDS) 512-218-5428

Project name: _____

Submission level: ☐ Concept Plan ☐ Preliminary Plat ☐ Final Plat

Project acreage: _____ (Proposed) Zoning: _____

Parkland Contribution

Parkland contribution requirements are given in the Code of Ordinances Sections 36-72 through 36-80, available online at https://www.municode.com/library/tx/round_rock. For further information regarding parkland conveyance, contact Park Development Mgr. Katie Baker, 512-341-3355, kbaker@roundrocktexas.gov.

Park Zone(s) for proposed project (refer to Park Zone map): _____

Number of park acres *required* to be conveyed: _____

Number of park acres *proposed* to be conveyed: _____

Proposed park improvements (list):

AND / OR

Amount required for Fee in Lieu of Parkland Conveyance: $_____

Property owner or authorized agent

Signature: _____

Printed Name: _____ Date: _____

Contact Person: _____

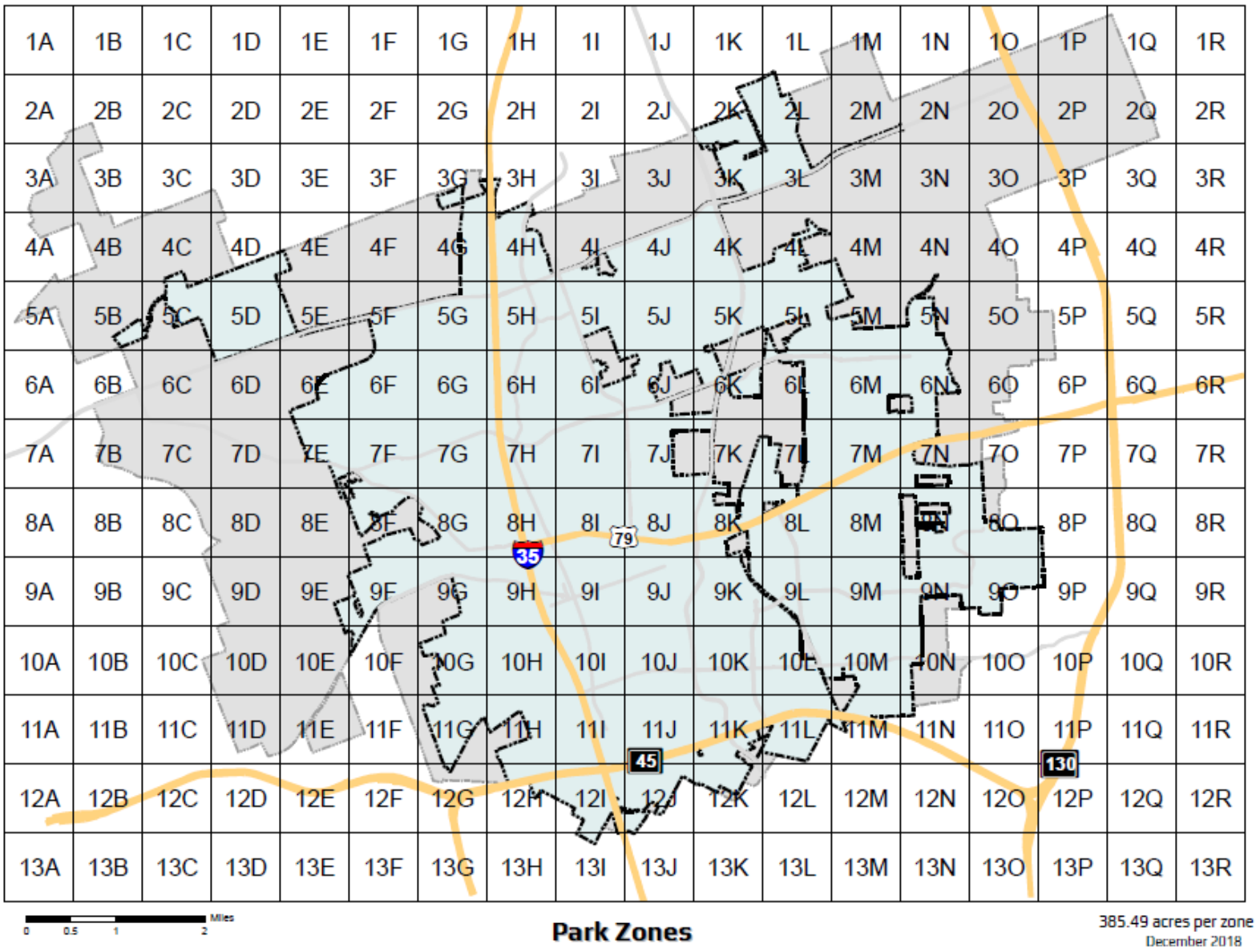
Phone: _____ Fax: _____ Email: _____

Approval of Intent

_____

Park Development Manager Date

Park Zones and Fees



Parkland fees (residential):	
Single-family (SFR)	$200.00 per acre
Single-family (SF-1)	$1,200.00 per acre
Single-family (SF-2)	$1,600.00 per acre
Two-family (TF)	$2,800.00 per acre
Townhouse (TH)	$3,200.00 per acre
Multifamily (MF-1, MF-2 and MF-3)	$4,000.00 per acre
Senior (SR)	$2,000.00 per acre
Parkland fees (nonresidential)	$800.00 per acre

City of Round Rock, Texas

2026 - Planning and Zoning Commission Schedule

(Gray highlight denotes 2025 and 2027 dates)

Submittal Day 12 Noon Deadline (Tuesday*)	** Public Notice Posting Deadline (Wednesday*)	1st Available P&Z Meeting (Wednesday*)	Target City Council Meeting (Thursday*)
Nov 4	Nov 12	Dec 3	Jan 8
Nov 18	Nov 25 (Tuesday)	Dec 17	Jan 22
Dec 16	Dec 23 (Tuesday)	Jan 14	Feb 12
Only one P&Z meeting in January			Feb 26
Jan 6	Jan 14	Feb 4	Mar 12
Jan 20	Jan 28	Feb 18	Mar 26
Feb 3	Feb 11	Mar 4	Apr 9
Feb 17	Feb 25	Mar 18	Apr 23
Mar 3	Mar 11	Apr 1	May 14
Mar 17	Mar 25	Apr 15	May 28
Apr 7	Apr 15	May 6	Jun 11
Apr 21	Apr 29	May 20	Jun 25
May 5	May 13	Jun 3	Jul 9
May 19	May 27	Jun 17	Jul 23
Only one P&Z meeting in July			Aug 13
Jun 16	Jun 24	Jul 15	Aug 27
Jul 7	Jul 15	Aug 5	Sep 10
Jul 21	Jul 29	Aug 19	Sep 24
Aug 4	Aug 12	Sep 2	Oct 8
Aug 18	Aug 26	Sep 16	Oct 22
Sep 8	Sep 16	Oct 7	Nov 5
Sep 22	Sep 30	Oct 21	Nov 19
Oct 6	Oct 14	Nov 4	Dec 3
Oct 20	Oct 28	Nov 18	Dec 17
Nov 3	Nov 10 (Tuesday)	Dec 2	Jan 7
Nov 17	Nov 24 (Tuesday)	Dec 16	Jan 21
Dec 15	Dec 22 (Tuesday)	Jan 13	Feb 11

Applications and all information for platting and zoning cases must be submitted to the PDS Department via the Round Rock Permit Portal by the 12 Noon deadline on the date indicated as Submittal Day. Applications submitted in person or outside the designated submittal days will NOT be accepted.

Target Council meeting dates are approximately 1 month after the P&Z meeting. For additional information, please contact Cecilia Chapa at 512-671-2727 or 512-218-5428.

Notes:

The Planning and Zoning Commission meetings are held at the City Council Chambers, located at 221 East Main Street, Round Rock, Texas 78664. **Meetings begin at 6:00 p.m.**

* Day of week unless otherwise noted.

** Zoning notification deadlines. For Replats requiring a public hearing, please contact staff.

Approved by P&Z 11/05/2025

Reference

Round Rock Permit Portal
https://permits.roundrocktexas.gov/

PDS Contacts
https://www.roundrocktexas.gov/city-departments/planning-and-development-services/contacts_development-staff-current/

Platting in the ETJ
https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platting-in-the-etj/

Plat Recordation Fees
https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platrecordationfees/

Zoning and Development Code
https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIIZODECO

City Fee Schedule
https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIICOOR_APXAFERACH

Other PDS Packets

Amending Plat	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-amending-plat/
Annexation	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-annexation/
Concept Plan	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-concept-plan/
Donation Deed	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-donation-deed/
Final Plat	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-final-plat/
Minor Plat	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-minor-plat/
Plat Vacation	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-plat-vacation/
Preliminary Plat	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-preliminary-plat/
PUD	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-pud/
Recordation	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-recordation/
Replat	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-subdivision-replat/
Sign	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sign-permit/
SDP	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sdp-permits/
SIP	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sip-permits/
WTF	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-wtf-application/
ZBA	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zba/
Zoning	https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zoning/