



## Subdivision Development

# Concept Plan

## Application information & Procedures

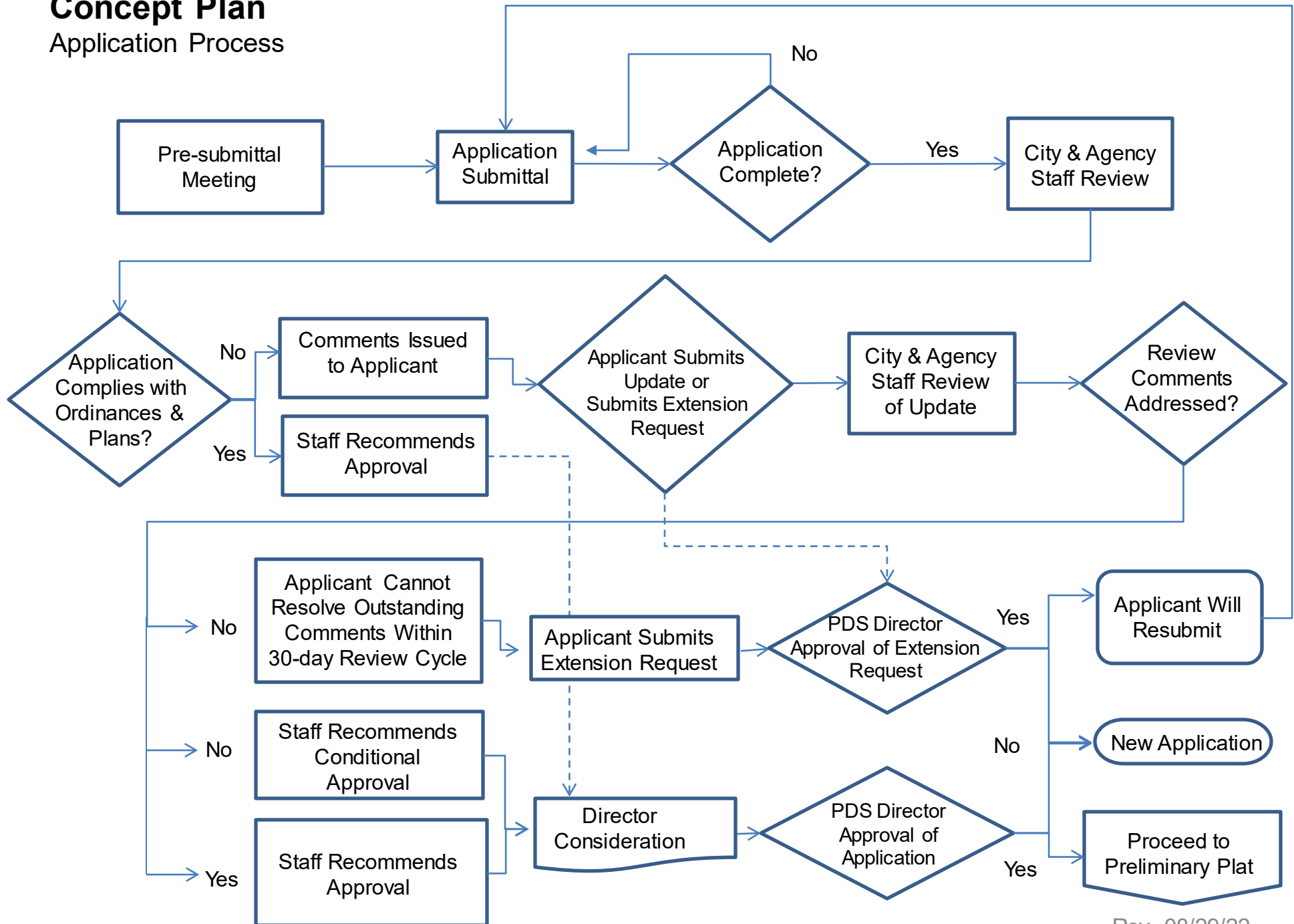
*Copies of this and other Development Packet Chapters are available online at:*  
<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

### Contents:

Page	Item
2	Concept Plan Review Process Flow Chart
3	Concept Plan Review Process
4	Deadlines & Meeting Dates
4	Zoning and Development Code Standards
6	Presubmittal Meeting
7	Concept Plan Application Requirements
9	Concept Plan – Required Content
11	Park Zones & Fees
12	PARD Letter of Intent
13	Submittal Schedule
14	Reference

# Concept Plan

## Application Process



## 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, or within 45 days of approval by the Planning and Development Services Director, whichever occurs first.

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.

## **Deadlines and Meeting Dates**

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 1<sup>st</sup> and 3<sup>rd</sup> 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 and the date of the Planning and Zoning Commission meeting.

## **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](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.



## 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](mailto: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](https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/).** 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](https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/) unless otherwise noted:

1. **Completed Project Application** (complete form via [Round Rock Permit Portal](https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/)).
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)*

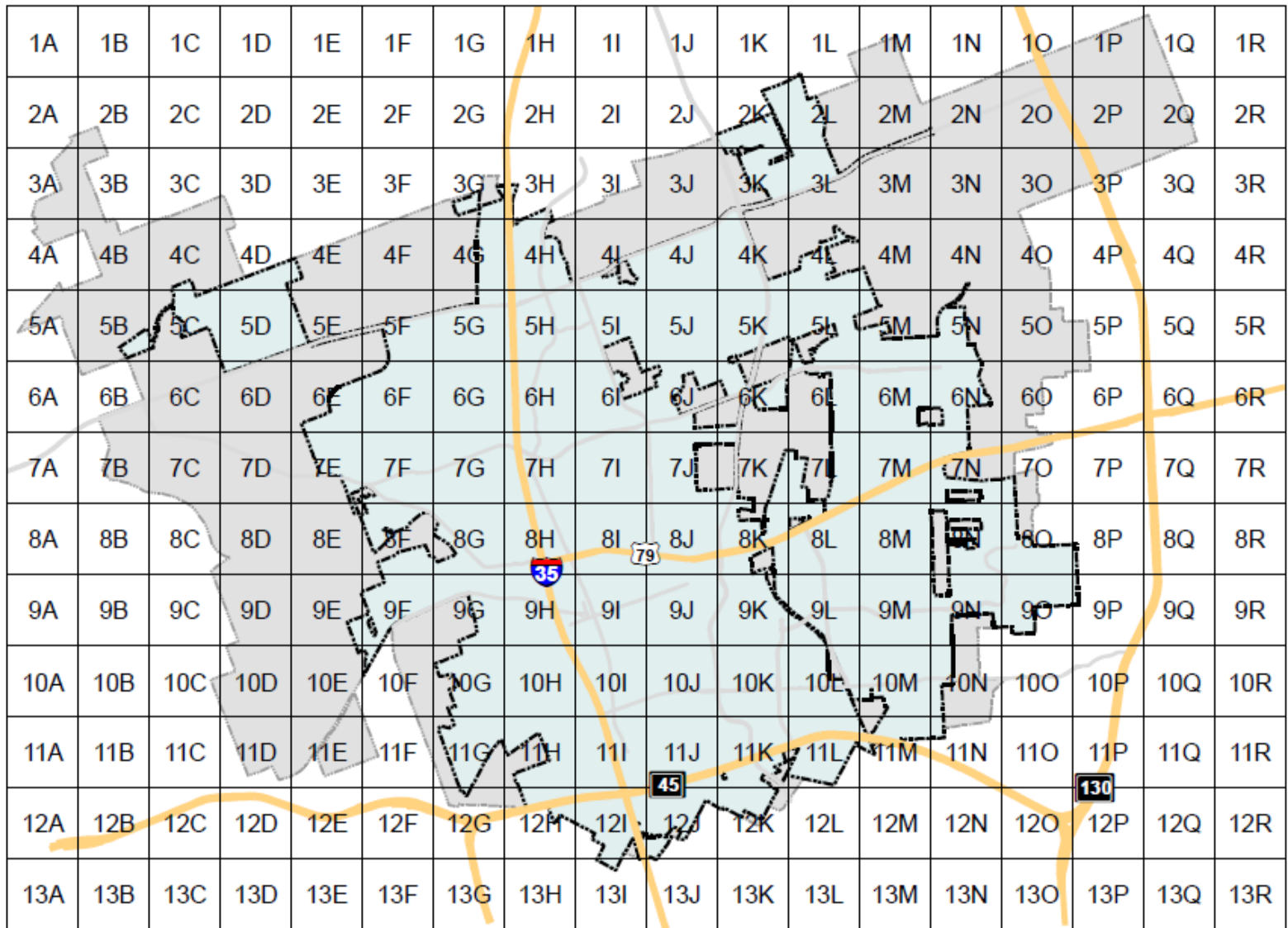
---

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.

## Park Zones and Fees



**Park Zones**

385.49 acres per zone  
December 2018

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



# 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](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](mailto: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

**City of Round Rock, Texas**  
**2024 - Planning and Zoning Commission Schedule**

(Gray highlight denotes 2023 and 2025 dates)			
<b>Submittal Day 12 Noon Deadline (Tuesday*)</b>	<b>** Public Notice Posting Deadline (Friday*)</b>	<b>1st Available P&amp;Z Meeting (Wednesday*)</b>	<b>Target City Council Meeting (Thursday*)</b>
Nov 7	Nov 17	Dec 6	Jan 11
Nov 21	Dec 1	Dec 20	Jan 25
Dec 12	Dec 21	Jan 10	Feb 8
Only one meeting in January			
Jan 9	Jan 19	Feb 6 (Tuesday)	Mar 14
Jan 23	Feb 2	Feb 21	Mar 28
Feb 6	Feb 16	Mar 6	Apr 11
Only one meeting in March (Springbreak)			
Mar 5	Mar 15	Apr 3	May 9
Mar 19	Mar 29	Apr 17	May 23
Apr 2	Apr 12	May 1	Jun 13
Apr 16	Apr 26	May 15	Jun 27
May 7	May 17	Jun 5	Jul 11
May 28	Jun 7	Jun 26	Jul 25
Only one meeting in July (4th of July)			
Jun 18	Jun 28	Jul 17	Aug 22
Jul 9	Jul 19	Aug 7	Sep 12
Jul 23	Aug 2	Aug 21	Sep 26
Aug 6	Aug 16	Sep 4	Oct 10
Aug 20	Aug 30	Sep 18	Oct 24
Sep 3	Sep 13	Oct 2	Nov 7
Sep 17	Sep 27	Oct 16	Nov 21
Oct 8	Oct 18	Nov 6	Dec 5
Oct 22	Nov 1	Nov 20	Dec 19
Nov 5	Nov 15	Dec 4	Jan 9
Nov 19	Nov 27 (Wednesday)	Dec 18	Jan 23
Dec 10	Dec 27	Jan 15	Feb 13

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.

## 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/](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](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\\_APXA FERACH](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIICOOR_APXA FERACH)

### 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/>

---