



Subdivision Development

Plat Vacation

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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Plat Vacation

The Applicant shall submit a Plat Vacation application to the Planning and Development Services Department (PDS) for approval by the Planning & Zoning Commission as permitted and in compliance with Section 212.013 of the Texas Local Government Code, as amended. The purpose of a Plat Vacation is to nullify a portion of or the entire previously recorded plat.

Plat Vacation Application Requirements

- **Please note that Plat Vacation Applications must be submitted via the [Round Rock Permit Portal](#).** Applications submitted in person are NOT accepted.
- **Please note that the Plat Vacation application will NOT be considered complete or filed unless all the application requirements are met.**

The Applicant shall upload all required documentation in .pdf format via the [Round Rock Permit Portal](#) unless otherwise noted:

1. Completed Project Application (complete form via [Round Rock Permit Portal](#)).
2. A letter from the Applicant to the PDS Director explaining the reason for the vacation.
3. Property deed(s), which identifies the owner(s) of the property. If Applicant is not the owner, then a letter granting the owner's permission to apply for the vacation is required.
4. An Abstractor's Certificate/Ownership and Lien Certificate which shall state the names and addresses of all current owners and lien holders of the property described in the vacating document. The Abstractor's Certificate/Ownership and Lien Certificate shall be dated no earlier than thirty (30) days prior to the submission of the plat vacation application.
5. Completed, signed and acknowledged plat vacation request(s) and approval(s) from all utility providers and the signature of the PDS Engineering Manager if public rights-of-way or easements are being vacated and the signatures of any additional entities authorized to use the easement (see "Forms" section).
6. Recorded plat to be vacated in .pdf format.
7. Payment of fees: In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Fees for Plat Vacations 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

PLEASE NOTE:

A vacation of plat is not guaranteed. If one of the utility providers refuses to grant the vacation, then you may, at your own expense, attempt to negotiate with the utility company.

TEMPLATE: Plat Vacation Request

*Return Completed and Signed Form to the
CoRR Planning and Development Services Department
301 W. Bagdad Ave, Suite 210, Round Rock, TX 78664*

Date

Chair
Planning & Zoning Commission
City of Round Rock, Texas
221 E. Main Street
Round Rock, Texas 78664

RE: Proposed vacation of BLOCK, LOTS, PLAT NAME pursuant to Section 212.013
of the Texas Local Government Code.

Dear Chairman Wendt,

The purpose of this request is to vacate BLOCK, LOTS, PLAT NAME, as recorded in Document No. ____ Official Public Records (or Cabinet and Slide, Deed/Plat Records) of Williamson County. After a thorough examination, the respective suppliers of utility services have no objection to this vacation and understand that the vacation of this plat vacates the subdivision in its entirety including all lots, easements and rights-of-way, and have indicated their agreement by signing below. Thank you for considering this request.

Sincerely,

Applicant
(Phone Number)

I have reviewed the above proposal for utility service purposes and street rights-of-way requirements and I have no objections to the vacation of the entire plat including easements and rights-of-way.

Name Oncor Round Rock District	Phone	Name AT&T (formerly SBC)	Phone
Name ATMOS Energy Round Rock District	Phone	Name Charter Communications (formerly Time Warner Cable)	Phone
Michael Thane, P.E. Utility & Environmental Services Director City of Round Rock	512-218-3236	Laton Carr, P.E. Engineering Manager Planning & Development Services, City of Round Rock	512-218-3238
Bradley Dushkin, AICP PDS Director City of Round Rock		512-341-3321	

TEMPLATE: Plat Vacation Release

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

VACATION OF SUBDIVISION, TO WIT:
VACATION OF _____ [Name of Subdivision] _____
RECORDED IN DOCUMENT No. _____
or CABINET _____, SLIDES _____ OFFICIAL
PUBLIC RECORDS (DEED or PLAT RECORDS) OF
WILLIAMSON COUNTY, TEXAS

WHEREAS, _____ [Name of Owner] _____, Owner of _____ acres of land out of the _____ Survey, Abstract No. _____ situated in the City of Round Rock, Texas, did subdivide said _____ acres of land to be known as _____ [Name of Subdivision] _____, and, after obtaining acceptance and approval of said Subdivision Plat by the Planning and Zoning Commission of the City of Round Rock, Texas did file the Plat for record in Cabinet _____, Slides _____ [or Document Number], of the Plat Records of said Williamson County, Texas, and

WHEREAS, _____ [Name of Owner] _____, gained ownership of all lots within _____ [Name of Subdivision] _____, Williamson County, Texas, by virtue of that particular Deed dated _____, Document No. _____ of the Official Records of Williamson County, Texas, and

WHEREAS, _____ [Name of Owner] _____, being the owner of all lots within the subdivision, now desires to vacate the Subdivision Plat in its entirety; and

WHEREAS, the City finds that no actual appropriation of any proposed conveyance shown on said Subdivision Plat by entry, use or improvement which would be disturbed by this vacation has been made, and such vacation is authorized by law, and

WHEREAS, on the _____ day of _____, 20____, the Planning and Zoning Commission of the City of Round Rock, Texas, at its regular meeting, did approve the vacation of that certain subdivision plat called _____ [Name of Subdivision] _____, of record in Cabinet _____, Slides _____ [or Document Number], of the Plat Records of Williamson County upon application thereof by _____ [Name of Owner] _____, the owner and proprietor of all land covered thereby, NOW THEREFORE

The Planning and Zoning Commission of the City of Round Rock, Texas does by these presents hereby declare that:

The above recitals are true and correct and that the _____ [Name of Subdivision] _____, recorded in Cabinet _____, Slides _____ [or Document Number], of the Plat Records of Williamson County, Texas, to be vacated and canceled.

EXECUTED THIS THE _____ day of _____, 20____.

VACATION OF SUBDIVISION: _____ [Name of Subdivision]
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ROB WENDT,
Chairman Planning and Zoning
Commission City of Round
Rock, Texas

CRAIG MORGAN, Mayor
City of Round Rock, Texas

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared Rob Wendt, known to me to be the person whose name is subscribed to the foregoing instrument as Chairman of the Planning and Zoning Commission of the City of Round Rock, Texas, a municipal corporation, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the day of _____, 20____.

Notary Public Signature
State of Texas

VACATION OF SUBDIVISION: _____ [Name of Subdivision]
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THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared Craig Morgan, known to me to be the person whose name is subscribed to the foregoing instrument as Mayor of the City of Round Rock, Texas, a municipal corporation, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the _____ day of _____, 20____.

Notary Public Signature
State of Texas

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared [Name of Owner] _____, known to me to be the person whose name is subscribed to the foregoing instrument, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the _____ day of _____, 20____.

Notary Public Signature
State of Texas

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_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/>
