

August 4, 2003

DUE DILIGENCE

In order to avoid problems during the development process a thorough due diligence review of a property and the ability to place the proposed development on the property should be undertaken by the developer. Failure to thoroughly investigate prior to the design of a project can result in significant modifications, additional cost or disapproval of a project.

The following is a partial list of questions you need to ask prior to the purchase of property or the design of a project.

JURISDICTION & ANNEXATION

(contact planning department)

- 1. Is the property within the City Limits?**
- 2. If not, will the property qualify for annexation?**
- 3. Will an annexation agreement be required and are there any cost related to annexation?**

GENERAL PLAN

(contact planning department)

- 4. What is the proposed designated use of the property on the General Plan?**

ZONING

(contact planning department)

- 5. What is the zoning on the property?**
- 6. If not zoned, what zoning will staff support?**
- 7. Is your proposed use permitted in the zoning district?**
- 8. Are there any special PUD requirements?**
- 9. Are there any non-conforming buildings or uses currently on the property?**
- 10. Does your proposed building meet the setback requirements in the zoning district?**
- 11. Does your proposed site plan provide for required buffers next to lower intensity uses?**
- 12. Does your proposed building meet the design standards of the zoning district.**
- 13. Does your proposed site plan meet the parking and loading requirements of the zoning district.**
- 14. Does your proposed site plan meet the landscape requirements of the zoning ordinance?**

15. Are there any easements on the property that will restrict development, including the ability to locate buildings and required parking of landscaping?
16. Are any special exceptions or variances required for the proposed development?
17. If so, will they be supported by staff?
18. Will traffic impact analysis be required

ACCESS

(contact public works department)

19. Are your proposed driveway access points located in accordance with City of Round Rock requirements?
20. Do you require TxDOT approvals?
21. Are any road-widenings required?
22. If so, how much and what process is required to provide required right of way?
23. Will any arterial roadways identified in the transportation plan require right of way on the site?
24. If so, will participation for construction of arterial roadway be required?
25. Are there any adjacent “stub roads” that need to be extended into or through the property?

SPECIAL ASSESSMENTS

(contact planning department & public works department)

26. Is your property in a special assessment or taxation district?
27. If so, does development or platting trigger a full or partial payoff of any assessment?
28. Is there an annexation agreement recorded for the property?
29. If so, what is required pursuant to the agreement?

UTILITIES

(contact public works department)

30. Where is the nearest water line?
31. Is there capacity in the water line to accommodate your proposed development?
32. Do water lines need to be enlarged or extended to accommodate your proposed development?
33. Where is the nearest wastewater line?
34. Is there capacity in the wastewater line to accommodate your proposed development?

35. Do wastewater lines need to be enlarged to accommodate your proposed development?
36. Are any easements required to accommodate required utilities on site?
37. Do any existing easements need to be vacated if they are no longer required?

FIRE REQUIREMENTS
(contact fire department)

38. Are there sufficient fire hydrants to serve your proposed development?
39. If not, what is required to provide the required hydrants?
40. Do you have adequate fire access to all parts of the building? (this will vary according to your use, occupancy, and fire rating of the building)?

DRAINAGE
(contact public works department)

41. Is any portion of the property within the ULTIMATE 100 year flood plain?
42. Is on-site detention required?
43. Does the property qualify for regional detention?
44. Will city permit channelization?
45. If so will a FEMA map amendment be required or will a CORP permit be required?

ENVIRONMENTAL ISSUES
(contact planning department & appropriate state & federal agencies)

46. Are there protected trees on the site?
47. If so, what mitigation will be required?
48. Is the site over the Edwards Aquifer Recharge Zone?
49. If so what issues need to be addressed?
50. Does the site have caves that contain endangered species?
51. If so, what is required to protect the caves?
52. Do you have a phase one environmental report for the property?
53. Do you require further environmental review?
54. Do you require TCEQ approvals?
55. Do you require U. S. Fish & Wildlife approvals?

PLATTING
(contact planning department)

56. Is the property a legally platted and recorded lot?
57. If not, what is required to plat the lot?
58. Is parkland required to plat?

PRE-DEVELOPMENT CONFERENCES
(contact planning department)

59. Have you had a pre-development conference to identify key platting issues?

60. Have you had a pre-development conference to identify the key site plan issues?

MISC.

61. Do you require any other state approvals?

62. Do you require any county approvals?