Zoning

Application Information

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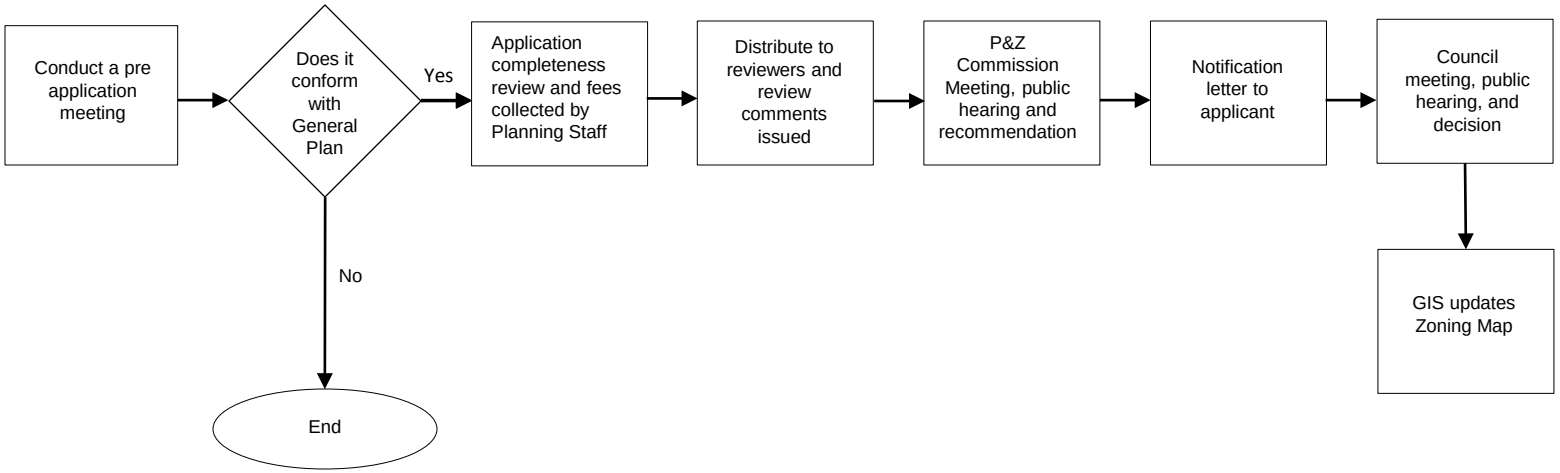
Planning and Development Services Department
City of Round Rock, Texas
Updated: February 2015

Zoning Process



DEVELOPMENT PACKET FOR ZONING APPLICATIONS

This Development Packet consists of application information and the required form for Original Zoning and Zoning Change applications to the City of Round Rock Planning and Zoning Commission. There is a separate development packet for Planned Unit Development (PUD) zoning applications.

Deadlines and Meeting Dates

Applications for Original Zoning and Zoning Change are reviewed on a strict schedule that includes specific dates for application submittal to City Staff, review and recommendation by the Planning and Zoning Commission, and review and determination by the City Council. Each of these dates is roughly one month apart, making the entire process from application to final approval or disapproval by the City Council a minimum of two months.

Before submitting an application, the Applicant shall verify the following information with the Planning & Development Services Department (PDS):

- ☐ **Deadline for filing application** with the Planning & Development Services Department
- ☐ Date of **Planning and Zoning Commission** public hearing and recommendation to City Council. The applicant or agent should be present at the hearing.
- ☐ Date of **City Council** public hearing and consideration of proposed ordinance. The applicant or agent should be present at the hearing.

In addition, prior to submitting an application, the applicant shall schedule a:

- ☐ **Pre-development conference** with the Planning & Development Services Department to discuss the proposed rezoning

Please contact Clyde von Rosenberg at (512) 341-3174 to schedule an appointment for a pre-development conference.

Zoning Classifications

On all forms use the complete name of the zoning district as listed below:

SF-R	Single Family – Rural	PF-1	Public Facilities – Low Intensity
SF-1	Single Family – Large Lot	PF-2	Public Facilities – Medium Intensity
SF-2	Single Family – Standard Lot	PF-3	Public Facilities – High Intensity
TF	Two Family	SR	Senior
TH	Townhouse	MI	Mining
MF	Multi-Family	OS	Open Space
C-1	General Commercial	MU-1	Mixed-Use Historic Commercial Core
C-1a	General Commercial - Limited	MU-2	Mixed-Use Downtown Medium Density
C-2	Local Commercial	MU-L	Mixed-Use Limited
OF	Office		
BP	Business Park	H	Historic Overlay
LI	Light Industrial	CT	Chisholm Trail Overlay
I	Industrial	PV	Palm Valley Overlay

City of Round Rock, Texas

2015 - Planning and Zoning Commission Schedule

(Gray = 2014 and 2016 P&Z meeting schedule)

Submittal Day 12 Noon Deadline (Tuesday*)	** Public Notice/Sign Posting Deadline (Monday*)	1st Available P&Z Meeting (Wednesday*)	Target City Council Meeting (Thursday*)
Sep 2	Sep 15	Oct 1	Nov 13
Sep 16	Sep 29	Oct 14 (Tues)	Nov 13
Oct 7	Oct 20	Nov 5	Dec 4
Oct 21	Nov 3	Nov 19	Dec 18
Nov 4	Nov 17	Dec 3	Jan 8
Nov 18	Dec 1	Dec 17	Jan 22
Dec 9	Dec 22	Jan 7	Feb 12
Only 1 meeting in January due to the Christmas/New Years Day Holidays.			
Jan 6	Jan 19	Feb 4	Mar 12
Jan 20	Feb 2	Feb 18	Mar 26
Feb 3	Feb 16	Mar 4	Apr 9
Only 1 meeting in March due to Spring Break.			
Mar 3	Mar 16	Apr 1	May 14
Mar 17	Mar 30	Apr 15	May 14
Apr 7	Apr 20	May 6	Jun 11
Apr 21	May 4	May 20	Jun 25
May 5	May 18	Jun 3	Jul 9
May 19	Jun 1	Jun 17	Jul 23
Only 1 meeting in July due to the Independence Day Holiday.			
Jun 16	Jun 29	Jul 15	Aug 13
Jul 7	Jul 20	Aug 5	Sep 10
Jul 21	Aug 3	Aug 19	Sep 24
Aug 4	Aug 17	Sep 2	Oct 8
Aug 18	Aug 31	Sep 16	Oct 22
Sep 8	Sep 14	Oct 6 (Tues)	Nov 12
Sep 22	Sep 28	Oct 21	Nov 24
Oct 6	Oct 19	Nov 4	Dec 10
Oct 20	Nov 2	Nov 18	Dec 22
Nov 3	Nov 16	Dec 2	Jan 14
Nov 17	Nov 30	Dec 16	Jan 28
Dec 8	Dec 21	Jan 6	Feb 11
Only 1 meeting in January due to the Christmas/New Years Day Holidays.			

All information for platting and zoning submittals must be delivered to the Planning Department designated representative by the 12 Noon deadline on the date indicated as Submittal Day. Applications must be hand delivered by the applicant and/or authorized agent (no runners or couriers).

Target Council meeting dates are approximately 1 month after the P&Z meeting. For additional information, please contact Veronica Chandler at 512-341-3320 or 512-218-5428.

Notes:

* Day of week unless otherwise noted.

** Determination will be made if Zoning or Concept Plan application will proceed to the Planning and Zoning Commission in the current meeting cycle. For Replat application deadlines, please contact staff.

Approved 10-14-2014
Revised 10-20-2014

Zoning Application Checklist

Applications for Original Zoning and Zoning Change Zoning shall include the following items:

- ☐ Zoning **Application**.
- ☐ Written approval, deferral or waiver from the City's Transportation Director regarding a **Traffic Impact Analysis (TIA)**. (See attached TIA information sheet, pg. 5)
- ☐ **Property description** of the land to be rezoned, either: (1) the subdivision lot and block information, as recorded with the County Clerk ***or*** (2) a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas. The metes and bounds description shall be provided in a format reproducible on 8 1/2" x 11" paper. (Please provide *two* sets of originals.)
- ☐ Copy of **deed(s)**, identifying the owner(s) of the property.
- ☐ An **abstractor's certificate** or **title commitment**, which shall state the names and addresses of all current owners and current lien-holders of the subject property. The abstractor's certificate or title commitment shall be dated <u>no earlier than 30 days prior</u> to submission of the application.
- ☐ **Notification to owners** of properties within 300′ of the subject property:
  - ☐ A **map** (to scale) indicating the subject property with a line drawn around the property at 300′ from the lot line, identifying all properties lying wholly or in part within the 300 ft. boundary;
  - ☐ A **list of the names and addresses** (according to the county appraisal district) of the owners of all such properties; and
  - ☐ Two sets of **address labels** giving the names and addresses of all these property owners, to be used for notification of public hearings at the Planning and Zoning Commission and City Council meetings.
- ☐ **Concept Plan**, if required by the Subdivision Ordinance - and if the applicant wishes to conduct a single public hearing for both the Concept Plan and the Zoning.
- ☐ A **check** payable to the City of Round Rock for the applicable fee(s).
  - **Original Zoning** (Initial zoning following voluntary annexation):
    No fee
  - **Rezoning (Map Amendment):**
    Properties under 30 acres: $750 + Notification (below)
    Properties 30 or more acres: $900 + Notification (below)
  - **Notification:**
    - $300 for two published newspaper notices
    - $1 per letter sent to owners of properties within 300 ft.
    - $20 per on-site public hearing notification sign

Traffic Impact Analysis (TIA)

Prior to the submission of a Zoning Application, the applicant shall contact the City of Round Rock Department of Transportation Services to ascertain whether or not a Traffic Impact Analysis (TIA) will be required. On the date of submittal of the Zoning Application to the Planning & Development Services Department, one of the following must be included:

1) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been approved; or

2) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been deferred; or

3) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been waived.

Please contact John Dean, Transportation Asst. Director, City of Round Rock, at 218-6617 to discuss the determination regarding the TIA requirement.

If required, the TIA shall be prepared in accordance with the City of Round Rock Design and Construction Standards, Transportation Criteria Manual, Section 2 – Traffic Impact Analysis.

Project Application (Page 1 of 2)

City of Round Rock · Planning & Development Services Department
301 Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

A. Project Information *please complete all items*

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

☐ Annexation ☐ Concept Plan ☐ Minor Plat ☐ Vacation (circle one: plat, easement or building line)

☐ Zoning ☐ Preliminary Plat ☐ Replat

☐ PUD ☐ Final Plat ☐ Amended Plat ☐ Donation

Revision of Approved Plan/Plat? ☐ Y ☐ N Name: _____

Jurisdiction: ☐ City Limits ☐ ETJ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

_____

_____

Applicant's Signature

Applicant's role: ☐ Owner ☐ Developer ☐ Other: _____

I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Staff Use Only Application No: _____ Date: _____

Project Application (Page 2 of 2)

City of Round Rock · Planning & Development Services Department
301 W. Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

B. Contact Information *(please complete all items - attach additional pages as necessary)*

I. Property Owner(s)

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Owner's Agent/Engineer (main contact person responsible for application)

Role: ☐ Engineer ☐ Agent ☐ Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

III. Developer

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Developer's Agent/Engineer (main contact person responsible for application)

Role: ☐ Engineer ☐ Agent ☐ Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Zoning Petition

Project Name: _____ Date: _____

Petition to the City Council of Round Rock, Texas:

Property owner(s): _____

Owner's agent (if applicable): _____

hereby make(s) application to the City Council of the City of Round Rock for change in zoning designation of the property described below:

FROM (Current zoning district): _____

TO (Proposed zoning district): _____

Reason for the request and proposed use *(attach additional pages as necessary)*:

_____

_____

_____

Property Description:

A: Recorded Subdivision Information:

Subdivision: _____

Lot: _____, Block: _____ Acres: _____

Recorded in Williamson County, TX, Document #: _____

or: Volume #: _____ Page #: _____

or **B: Property Description Information: (*attach a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas*)**

Property address: _____

Survey name: _____

Acres: _____ Abstract #: _____

Deed(s) which conveyed the property to the present owner:

Document #: _____ Acres: _____

or: Volume #: _____ Page #: _____

Project Name: _____ Date: _____

Ownership Type: ❑ Sole Owner ❑ Community Property
❑ Partnership ❑ Corporation ❑ Trust

Owner Signature & Information *(Please attach additional pages as necessary)*

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

Owner's Agent (if applicable) Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

If ownership is other than sole or community property, please name the partners, principals, beneficiaries, etc. respectively:

1) Name: _____

Position: _____

Address (full): _____

2) Name: _____

Position: _____

Address (full): _____

3) Name: _____

Position: _____

Address (full): _____

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