



Site Development Permit

Application Information & Procedures

Included in this Packet:

Site Development Permit (SDP) review process overview
Does my project qualify as a Small Site Permit (SSP)?
Online permit tracking (eTRAKiT)
Pre-Submittal Meeting
Preliminary Site Plan submittal procedure and checklist
Full Site Plan submittal procedure and checklist
Resubmittals
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Development Permit Application

Development Packet for Site Development Permits

This Development packet includes the procedural information, checklists, and forms necessary for obtaining site plan approval (site development permit) through Planning and Development Services (PDS).

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Welcome to Planning & Development Services!

The City of Round Rock has designed a development process with goals of efficiency and customer service. Each step has been guided by the City Council's adopted Development Philosophy of *Making it Happen*. This document conveys the commitment City staff has in regard to facilitating your development project.

The Planning and Development Services Department (PDS) is the first stop to begin your subdivision or site development application and your only stop through to the closeout of your project. PDS is located on the second floor of the McConico building at 301 W. Bagdad, Suite 210.

PDS staff will provide you with the necessary information to successfully complete your application and obtain a development permit. We pride ourselves on ensuring your project is handled in a professional, timely, consistent, and accurate manner. Our goal is to build a partnership with you and your consultants. We want your project to succeed and will do our very best to ensure that happens within the parameters of City Council adopted policies.

Please do not hesitate to contact the Planning and Development Services Department at any point in the development process. We welcome the opportunity to discuss any concerns you may have. Thank you for choosing Round Rock for your development project, and we look forward to working with you in the near future!

Getting Started

When do I need a Site Development Permit?

The applicability of site plan review is established by Section 46-98 of the Zoning Ordinance, which states that a Site Development Permit (SDP) is required for the following:

- Site development of all properties other than single-family and two-family (duplex) properties;
- License Agreements (for structures or landscaping in a public right-of-way);
- Wireless Transmission Facilities (WTFs i.e. cell towers), and additions of ground-mounted equipment to existing WTFs;
- Modifications to existing site features, such as relocating curb cuts, driveways or changes in total parking

When an SDP is required, Building Permits will not be issued until the applicant has an approved SDP and a Pre-construction meeting has been held for the SDP.

Does my project qualify as a Small Site Project?

A Small Site Permit (SDP) consists of a limited development scope that meets the following criteria:

1. A Traffic Impact Analysis is not required.
2. The construction of subdivision improvements including utilities or drainage are not required.
3. The property is not encroached by or considered adjacent to an undefined floodplain.
4. And **at least one** of the following:
 - Is for a vacant legal lot of a half-acre or less;
 - In general, an expansion of less than 20% (max. 1,500 square feet) of the total building area, or as determined by the Planning and Development Services Department;
 - Is a conversion of an existing residence to a commercial use, as permitted by ordinance;
 - Is an expansion of the existing or approved parking area;
 - Is a temporary building as outlined in Section 2-92 of the Zoning Ordinance;
 - Is a Wireless Transmission Facility as defined in Article II of the Telecommunications Chapter in the Code of Ordinances;
 - Is an Area Identification Sign as defined in Section 8-77 of the Code of Ordinances;

At the pre-submittal meeting, Planning and Development Services (PDS) will confirm whether the project qualifies as a Small Site. Small Sites:

- may omit the preliminary site plan submittal;
- provide basic plans and specifications proportionate to the individual project scope;
- will receive review comments in fifteen (15) business days; and
- are charged a reduced application fee. (see [Planning and Development Fee Summary](#))

Site Development plan review process overview

Please submit a [Pre-Submittal Meeting Request Form](#) to Planning Intake staff at PDSIntake@roundrocktexas.gov to schedule this conference.

The process consists of the following steps:

- Step 1 – Preliminary Site Plan Review (after Pre-Submittal meeting; not required for “Small Sites”)
- Step 2 – Full Site Plan Review (after Pre-Submittal meeting; including “Small Sites”)
 - Comment Review meeting with staff, and
 - Requisite resubmittals
- Step 3 – ASAP (Abbreviated Submittal Approval Process)
 - Resolutions to Approval Letter comments and request for Pre-Construction meeting
- Step 4 –Pre-Construction meeting package plan set review
 - Site Development Permit (and Small Site Permit) Revisions
- Step 5 – SDP/SSP Permit Revision review
 - Resolutions to review comments and requisite resubmittals as applicable
- Step 6 – Post-Construction closeout review
 - AS-BUILT plan review, and resolutions to AS-BUILT review comments

Land Development and Permit Online Tracking (eTRAKiT)

The City of Round Rock has implemented a Land Development and Permit online tracking system (eTRAKiT) accessible by project applicants and their development team. This on-line system allows users to see the progress of development projects, access review comments, observe inspection activity, and more. The most efficient way to find what you are looking for is to search by permit number, which will be given by the department when you submit your application. Searching by permit name is also an option.

To access eTRAKiT use this [link](#)* and bookmark it. You may also go to www.roundrocktexas.gov and click on the Development/Permit Tracker listed under Services at the bottom of the City home page. A tutorial for using the eTRAKiT system can be found at this [link](#)**.

* eTRAKiT link

<https://etrakit.roundrocktexas.gov/etrakit/>

** eTRAKiT tutorial link

https://www.roundrocktexas.gov/wp-content/uploads/2015/01/etrakit_permit_search_how_to.pdf

Vesting

If you feel that your project may have vested rights, please submit a letter to the attention of the Assistant Director of the Planning and Development Services Department that explains the case and includes the following information:

- a) Dates of all application submittals;
- b) Current status of all applications;
- c) Plat recordation date (*if applicable*);
- d) Copy of Subdivision Development Permit (*if applicable*);
- e) The specific regulations about which you are seeking a vesting determination

The Assistant Director will make a determination regarding whether or not your project is vested. Be advised that in accordance with Chapter 245 of the Texas Local Government Code, certain regulations are exempt from vesting claims. Regardless of vesting, your project must comply with present zoning regulations unless they deal specifically with the following items:

- Landscaping;
- Tree Preservation;
- Open Space or Park Dedication;
- Property Classification;
- Lot size;
- Lot Dimensions;
- Lot Coverage;
- Building Size;
- Municipal Covenants that change allowed development.

Note that codes such as the Building, Fire, Electrical, Plumbing, and Mechanical are exempted from vesting claims. Additionally, regulations that pertain to utilities and floodplains are exempt from vesting claims. Please be advised that vested rights do expire. If your development application (*plat or site development permit*) has expired, your vested rights have also expired. If a period of at least two years has passed since plat recordation and you have not submitted a complete site development permit application, your vested rights have expired. Finally, vesting rights can only be sought for projects that have had applications submitted on or after September 1, 1997.

Site Development Permit Expiration

- A. Per Zoning Ordinance 8-112, a NON-APPROVED Site Development Permit application expires 180 days after the initial submittal. A one-time, 180-day extension may be granted by the Planning and Development Services (PDS) Case Manager for justifiable reason(s) as adequately demonstrated by the applicant. The applicant shall submit a written request justifying the extension at least ten (10) working days prior to application expiration.
- B. Per the Zoning Ordinance 10-2, expiration of an APPROVED Site Development Permit is two (2) years from the date of issuance.
- C. There is a period of two (2) years prior to expiration, as with any approved PDS Site Development Permit. If a building permit has been issued, then the site development permit is valid until the project is closed-out. If a building permit has not been issued, the applicant may wish to pursue an extension. (*Please see "Revisions & Extensions" for details.*)
- D. Once a permit has expired, a complete application refiling may be required. This would include all applicable fees and documents required for a full PDS Site Development Permit review. New studies (e.g. geotechnical, flood, conveyance, wastewater, etc.) may be required at the discretion of the PDS Engineering Manager.

Step 1: Pre-submittal Meeting

The purpose of this meeting is to establish the submittal process schedule, confirm any processing steps, including but not limited to a subdivision improvement or site development permit. The meeting is also the appropriate opportunity for the developer's team to introduce the specifics of the project to the Planning and Development Services (PDS) and other City staff. Please be advised that this meeting is not to be considered a development permit review.

At this meeting a Case Manager for the project will be assigned. The Case Manager is a resource for the developer's team and will be an available single 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 site plan or description of the proposed development.

After the meeting a set of pre-submittal meeting minutes, including contact information for the list of attendees, will be issued to the developer's team whom attended the meeting. 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.

Please fax or email the [Pre-submittal Meeting Request Form](#) (see this packet) to Planning Intake staff (at 512-218-3286 *fax* or PDSIntake@roundrocktexas.gov) to schedule a meeting.

Meeting Minutes

Following the pre-submittal meeting, staff will produce minutes from the meeting. The purpose of the minutes is to document any decisions and/or direction staff has given the applicant. Staff will email the minutes of the meeting to the attendees within ten (10) business days. 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.

TIA Requirement

Depending on your project scope, a Traffic Impact Analysis (TIA) may be required. Prior to proceeding too far in the initial design phase of your project, it is strongly recommended that you consult the Case Manager to confirm TIA requirements have been resolved. Please be advised that a TIA may result in significant plan changes due to associated traffic impacts and that the review and approval process of the TIA can potentially take several weeks or longer. A delay in processing your site development or subdivision improvement application may result if you wait too long to address the TIA requirement(s). A TIA approval or waiver must be granted before PDS will accept your full site development application for review. Prior to submitting your preliminary site plan application, if not earlier, is the opportune time to have the TIA question(s) answered.

Step 2: Preliminary Site Plan Submittal

(Not required for projects meeting Small Site criteria)

Submittal Procedure

Planning and Development Services (PDS) is awaiting your submittal. When you have completed your plans and supporting documentation, please bring them by our offices at your convenience during normal business hours. There are no special submittal days or deadline requirements. When you are ready to submit the application, we are ready to review it and usher it through the process. Your submittal must be consistent with the requirements of this packet. Once your application has passed the completeness check, materials will be distributed internally to our interdepartmental review staff. The review period for a Site Development Permit (SDP) consists of 20 business days. For a Small Site Permit (SSP) the review period is 15 business days.

Preliminary Site Plan Submittal

The purpose of the preliminary site plan submittal (required for SDP) is to establish an initial review by Planning and Development Services. From this review, the applicant will be able to confirm whether the proposed project generally meets ordinance requirements before completing a full set of construction plans.

This step includes the submittal and review of a site dimension plan with a depiction of utility alignments, existing trees, known easement locations, etc. Utility stationing, elevation information, profiles, drainage calculations, etc. are too much detail for this review. If this level of detail is included in the preliminary plan set, it will result in the submittal being returned and a re-submittal required. The preliminary plan set is not to exceed three (3) sheets. Please refer to the checklist below to ensure your submittal will be accepted.

All submittals are required to be legible and scope of work comprehensible. The PDS reviewers may limit review due to legibility issues, or uncoordinated items, such as multiple layers, plotting errors, etc. **It is the applicant's sole responsibility to clearly and accurately convey the required information to receive a complete review.**

The Preliminary SDP review process is generally as follows:

- The applicant submits the preliminary plan of no more than three (3) sheets for review.
- The submittal is distributed to interdepartmental reviewers after a completeness check.
- The reviewers coordinate interdepartmental comments.
- PDS Case Manager reviews comments for consistency and code compliance. The PDS Case Manager writes a cover letter indicating additional process steps and recommendations for the applicant.
- The applicant is notified when the review comments and redlines of the plans are ready to be picked up.
- The applicant incorporates the review comments into their full plan resubmittal.
- Applicant schedules a meeting with PDS staff (mandatory for the first submittal and available for subsequent submittals) to review comments and discuss solutions.

Application Completeness Check for Preliminary Site Plan

- [PDS Letter of Transmittal](#)
- Pre-submittal minutes (with the first submittal) or the letter portion of the previous reviews Comment Letter (with subsequent submittals)
- Five (5) paper copies of plan sets, 24" x36" (or 22" x34") sheet size*
- Engineer's seal and signature on all sheets excepting landscape sheets
- Landscape architect seal and signature on all landscape sheets
- The most current version of the final plat is to be included as part of the SDP set (the recorded final plat is required to be in the set prior to SDP permit issuance).
- Digital PDF copy of all files listed above

*All sheets in the set must be the same sheet size, and no more than three (3) sheets in the set.

If the above items are not included with your submittal, the submittal will be returned.

All submittals are required to be legible and the scope of work comprehensible. The reviewer may have limited review due to legibility issues or uncoordinated items such as multiple layers, plotting errors, etc.

Preliminary Site Plan Submittal Checklist

A preliminary site plan shall consist of a site dimension plan on a maximum of three (3) sheets including the following:

- Five (5) Copies of site dimension plans
- 24" x36" (or 22" x34") sheet size,
- 1" = 60' maximum scale; a master plan is required for large projects having more than one (1) sheet, in which cases the master plan may be provided on a 1" = 200' maximum scale
- Existing address (If your site is platted, please contact the GIS Analyst to obtain a project address)
- Name of the building or business
- Key map showing location of the site
- North arrow & Engineering Scale
- Proposed use clearly stated
- Type of construction: Type I, II, III, IV, or V and A or B
- Building Occupancy Type per current/applicable International Fire Code, *i.e. A-1, R-2, etc.*
(refer to pre-submittal meeting minutes)
- Engineer signature and seal on all sheets
- Existing and proposed fire hydrants
- Fire access: proposed fire lanes including maximum grades, widths, and height limitations.
- Driveway locations
- Driveways within 200' (including those across the street)
- Turning Radii for all drives
- Rights-of-way (new and existing) - labeled
- Utilities (new and existing) -labeled
- Easements (new and existing)
- FEMA Base Floodplain and Elevation (Zone AE)
- Ultimate 1% annual chance (ultimate 100-year) floodplain (if applicable)
- Proposed water quality facilities (if needed)
- Statement regarding regional detention or on-site detention
- Existing contours (labeled)
- Proposed contours if possible
- Property boundary
- Construction limits
- Label existing and new structures and any built elements
- Building footprint
- Square footage of building and number of stories
- Parking layout
- Parking count table (show calculations required, number provided per each land use proposed)
- Areas to be landscaped with street yard line delineated and street yard area required and proposed
- Areas to be landscaped, free and clear of easements
- Tree survey (if no trees, state this)
- Label all adjacent zoning and property use

Step 3: Full Site Plan Submittal

Submittal Procedure

Planning and Development Services is awaiting your submittal. When you have completed your plans and supporting documentation, please bring them by our offices at your convenience during normal business hours. There are no special submittal days or deadline requirements. When you are ready to submit the application, we are ready to review it and shepherd it through the process. Your submittal must be consistent with the requirements of this packet. Once your application has passed the completeness check, materials will be distributed to departmental and interdepartmental review staff. This review period for a site development permit typically consists of 20 business days and a small site permit typically consists of 15 business days after the submittal date.

Prerequisites for Full Site Plan Submittals

- A Final Plat has been submitted or previously recorded.
- Subdivision Improvement Plans has been submitted, and first round of review comments have been issued. (not applicable to small site permits)
- TIA (Traffic Impact Analysis) has been approved or waived by PDS.
- Flood Study or Conveyance Study has been approved or waived by PDS as applicable.
- A geotechnical investigation (soils report) with pavement design(s) has been submitted to and approved by PDS, if applicable.

This step includes the submittal and review of the full civil-engineered construction plans and landscape planting plans. Please refer to the corresponding submittal checklist and pre-submittal meeting minutes to coordinate your submittal. The purpose of the review is to confirm the exact scope of work and how it is to be constructed. The drawings, once approved, will be the set of plans utilized during construction inspection and will be the same plans the contractors use.

Comment Review and Solution Meeting

Once you receive comments back from PDS staff on the first full site development plan review, the next step is to schedule a meeting with PDS. It is our experience that increased dialogue results in a reduction in number of submittals. Once you have had a chance to review the comments, please contact PDS Review staff (512-218-7043 or PDSReviewMeeting@roundrocktexas.gov) to schedule a meeting. Your case manager will take this opportunity to explain the review comments and discuss possible solutions.

If you cannot attend the comment review meeting in person, we can schedule a conference call. We are committed to facilitating a successful development review process and this step is vital in achieving that goal.

The Site Development Permit and Small Site Permit (SDP/SSP) review process is generally as follows:

- The applicant submits the SDP/SSP set for review with a written comment-response letter to the comments from the previous review.
- The submittal is distributed to interdepartmental reviewers after a completeness check.
- The reviewers coordinate interdepartmental comments.
- PDS Case Manager reviews comments for consistency and code compliance. The PDS Case Manager writes a cover letter indicating additional process steps and recommendations for the applicant.
- The applicant is notified when the review comments and redlines of the plans are ready to be picked up. Once this step has been completed, the applicant may proceed with applying for a building permit.
- The applicant incorporates the review comments into their updates for the next full plan submittal.
- Applicant schedules a meeting with PDS staff (mandatory for the first submittal and available for subsequent submittals) to review comments and discuss solutions.

Application Checklist for SDP/SSP Plan Submittals

- [PDS Letter of Transmittal](#)
- Completed application
- Pre-submittal minutes (with the first submittal) or the letter portion of the previous reviews Comment Letter (with subsequent submittals)
- Five (5) paper copies of plan sets, 24"x36" (or 22"x34") sheet size*
- Engineer's seal and signature on all sheets excepting landscape sheets
- Landscape architect seal and signature on all landscape sheets
- The most current version of the final plat is to be included as part of the SDP set (the recorded final plat is required to be in the set prior to SDP/SSP permit issuance).
- Digital PDF copy of all files listed above

Ensure the following pre-requisites are met:

- Preliminary Submittal review is completed (not applicable for small site permits)
- Final Plat has been submitted for Planning and Zoning Commission approval (and must be recorded prior to SDP/SSP permit issuance)
- Subdivision Improvement Plan, if applicable, has been submitted to PDS for staff review (not applicable for small site permits)

*All sheets in the set must be the same sheet size.

If the above items are not included with your submittal, the submittal will be returned.

All submittals are required to be legible and scope of work comprehensible. The PDS reviewers may limit review due to legibility or uncoordinated items, such as multiple layers, plotting errors, etc.

Full Site Development Plan (SDP/SSP) Set Checklist

Please use this checklist when preparing your full site submittal application

Site Development Plans and Small Site Plans shall include the following:

(See "Applicable Ordinances" section in this packet for code references)

1. Supporting documents of approval or waiver for TIA's, flood studies, wastewater capacity analyses, conveyance studies; as well as necessary documentation for easements, permit status for other agencies (MUD approval, TCEQ correspondence, TxDOT, etc.)
2. General requirement: Plan sheets shall be drawn to an appropriate and legible standard engineering scale and shall include:
 - a. North arrow
 - a. Legend
 - b. Base plan information including building footprints, roof plans indicating overhangs, pavement, driveways, and major structures such as detention ponds, water quality ponds, fences, property lines, and easements. All plan view sheets need to reference property boundaries and easement information. (Show the same basic base plan information on all plan view sheets.)
 - c. Engineer signature and seal on all civil sheets.
 - d. Firm number on all civil sheets.
 - e. Landscape Architect signature and seal on all landscape sheets.
 - f. City permit number somewhere in the lower right-hand corner of all sheets
 - g. Existing easements called out with easement type, beneficiary, and recordation number
 - h. Proposed easements called out with easement type, beneficiary, and a blank for the recordation number to be filled in when it becomes available; omit "proposed" in annotation.
 - i. Existing features and infrastructure are to be called out as "existing".
 - j. Proposed features and infrastructure callouts are to omit "proposed"; everything is understood as proposed within the permit plan unless otherwise indicated as "existing" or "future". Anything indicated as "future" or "by others" is understood to be proposed under a separate permit that is already designed and under City permit review, the latter which is to be cited in a callout/note.
 - k. "Proposed" (or "final/finished") grade and "existing" grades and contours are acceptable to be called out as such on the plan. Subgrade is always understood to be proposed unless otherwise noted.
 - l. Scenarios for drainage analyses are to be designated as "existing conditions" and "developed conditions".
 - m. Sheet-specific City standard notes to be included on all sheets as applicable (See Useful Information Section)

3. Cover sheet with the following information:
 - a. Name of project, to include reference to "Site Development Improvements"
 - b. Address of project
 - c. Legal description of property and lot area
 - d. Sheet index on the right side of the coversheet at a legible font
 - e. Revision block with at least five (5) rows tall enough for at least two (2) lines of text in each row, and columns for Revision Number, Description, Approval Signature, and Date.
 - f. Name, address, phone, fax, and e-mail address of Engineer, Architect, Landscape Architect, and Developer
 - g. Planning and Development Services (PDS) signature block
 - h. Location map with north arrow
 - i. Engineer signature and seal (Typ. - ALL civil sheets)
 - j. Note addressing either on-site detention or request for participation in the Regional Stormwater Management Program (RSMP)
 - k. Water Quality Note regarding site location relative to Edwards Aquifer Recharge or Transition Zones
 - l. Table indicating new and existing square footage of impervious cover
 - m. Orientation Map with hatched or shaded limits of construction
 - n. Compliancy Clause
 - o. Adequacy Clause
 - p. Impervious cover table
4. Official copy of the recorded final plat
5. Overall master plan, if project is phased or crosses over lots lines (not applicable to small site permits).
6. Area plan indicating adjacent zoning, land uses, and area driveways within 200' (both sides of roadway)
7. General Notes Sheet
 - a. General Notes
 - b. Summary table listing proposed public improvements only. See City website: [Construction Summary Table](#)
 - c. Benchmark information with vertical datum with geoid indicated
8. Dimensioned Site Plan showing:
 - a. Boundaries of project including bearings, distances, angles, and dimensions
 - b. Platted, recorded, and new easements (including any by separate instrument) with callouts indicating easement type, beneficiary, and recordation number
 - c. Label abutting zoning and existing land uses
 - d. Location and dimensions of building footprints and roof overhangs

- e. Location and dimension of structures (i.e. retaining walls, dumpster enclosures, ponds, utility poles, etc.)
 - f. Location and dimensions of parking spaces, driveways and internal circulation
 - g. Parking calculations chart showing number of required parking spaces for each proposed land use and number of spaces provided on site
 - h. Location and dimensions of sidewalks
 - i. Location and dimensions of loading docks
 - j. Location and dimensions of ground-mounted equipment
 - k. Location and dimension of all proposed fencing, including a reference to details in the plan set of all proposed walls and fencing
 - l. Location and ground dimensions of free-standing signs with a callout indicating the depiction is “for reference only” and that “a separate sign permit is required”
 - m. Setbacks of buildings and pavement from all property lines
 - n. Location of free-standing lights and wall packs
 - o. Parking lot striping
 - p. All existing driveways on serving subject tract and neighboring tracts on both sides of roadway in either direction of travel. Provide dimensions from offsite driveways to all proposed driveways.
 - q. All existing median cuts. Provide location and dimension from all driveways to be constructed or maintained with the development.
 - r. All platted or recorded easements immediately abutting the site
 - s. Drive-through stacking layout, if applicable
 - t. Driveway connection to adjacent commercial uses
 - u. Existing and proposed water meters with size indicated,
 - v. Existing and proposed water and wastewater infrastructure
9. Tree Survey showing:
- a. Locations of all existing trees with tag numbers keyed to a tree list
 - b. Location of all monarch trees designated by a distinct and conspicuous symbol
 - c. Location of regulatory floodplain(s) with labels and unique line types depicted in the legend
 - d. Tree list to include:
 - i. Tree number
 - ii. Caliper inches for each trunk in multi-trunk trees
 - iii. Total caliper inches for tree (multi-trunk trees, use total of the largest trunk added to ½ the caliper of all other trunks)
 - iv. Species
 - v. Notes on health or condition of tree
 - vi. Monarch Tree with distinct and conspicuous symbol
10. Tree Protection Plan showing:

- a. Location of all existing trees
 - i. Trees to be removed delineated by dashed circle with tree number
 - ii. Trees to remain delineated by solid circle with tree number
- b. Tree protection notes – as specified in the Round Rock Tree Technical Manual ([TPM](#))
- c. Tree protection details
- d. Tree fencing details
- e. Administration, inspection and enforcement notes
- f. Limits of flood plain(s) with labels and unique line types depicted in the legend

11. Landscape Plan including:

- a. Sealed and signed by a Landscape Architect registered in Texas (All Sheets)
- b. All current civil base information
- c. Rights-of-way labeled
- d. Proposed and existing site elements to include all drainage structures
- e. Landscape calculations chart showing all requirements of the Zoning Ordinance, section 8-10, Landscaping
- f. Natural site features including karst features and exposed rock outcroppings
- g. Existing trees to be removed shown with a dashed circle and tree number
- h. Existing trees to remain shown with a solid circle and tree number
- i. All proposed tree plantings shown with distinct symbols at conventional symbol sizes
- j. Proposed shrubs and groundcovers
- k. Planting schedule including:
 - i. Botanical name,
 - ii. Common name, and
 - iii. Specifications at the time of planting
- l. Irrigation notes
- m. Existing and proposed grading
- n. Location and linear foot dimensions for all required screening, including, perimeter parking lots, above-ground utilities and equipment and trash receptacles.
- o. Location and linear foot dimensions of all required compatibility buffers
- p. Location of pervious and impervious surfaces with materials labeled.
- q. Delineation of street yard
- r. Location of all proposed and existing easements including those required by plat location of all utilities (proposed and existing)
- s. Location of proposed and existing fire hydrants
- t. Planting details
- u. All proposed fence details (or include them with item #7)
- v. Tree irrigation notes

- w. Tree staking details as per the Tree Technical Manual ([TPM](#))
- x. Note prohibiting balled and bur-lapped trees planted during summer months – see [TPM](#)
- y. Proposed freestanding sign location must be depicted on all landscape sheets. With a callout “For reference only. Separate sign permit is required.”
- z. Location and ground dimensions of free-standing signs with a callout indicating the depiction is “for reference only” and that “a separate sign permit is required”

12. Grading plan showing:

- a. Existing grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
- b. Proposed grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
- c. Flow arrows
- d. Karst features and any protected area required by U.S. Fish and Wildlife, TCEQ, etc.
- e. Existing roads
- f. Existing structures to remain
- g. Existing drainage features to remain; including lakes, streams, ponds, etc.
- h. Retaining walls with spot elevations at each end and at 25-foot intervals between that indicate top and bottom of wall (at finished grade) elevations with a reference to the wall design sheet as applicable
- i. Sheet-specific standard City notes
- j. Spot elevations at tie-ins to existing grades

13. Drainage plan showing:

- a. Existing grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
- b. Proposed grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
- c. Flow arrows
- d. Karst features and any protected area required by U.S. Fish and Wildlife, TCEQ, etc.
- e. Existing roads
- f. Existing structures to remain
- g. Existing drainage features to remain; including lakes, streams, ponds, etc.
- h. Location and elevation of the FEMA Zone AE flood elevation and CORR 100-year ultimate elevations labeled and with a unique line type depicted in the legend
- i. Location and dimensions of existing and proposed storm water detention structures or ponds
- j. Location and dimensions of existing and proposed water quality structures or ponds
- k. Location and size of all proposed storm water lines or surface drainage structures

- l. Drainage calculations (for 2-year, 10-year, 25-year, 50-year, and 100-year storms using Austin 3-hour storm)
 - m. Details of ponds and detention structures with design storm event water surface elevations (WSELs) indicated as well as a stage-volume-discharge table (may be on pond detail sheets)
 - n. Channel profiles and cross-sections with water surface elevation(s), HGLs, slope, velocity, etc. depicted
 - o. Crossing elevation information for all public lines versus other utilities. (Crossing elevation information for all lines is strongly recommended.)
 - p. Separate report (if requesting participation in RSMP) for drainage to include: reference maps, flow information, and an accompanying narrative by the engineer stating the development shall not cause any adverse impact to downstream properties and explanation of method of analysis and determinations used to reach this conclusion.
14. Fire Department Requirements (may be on a designated sheet, or depicted in other locations on appropriate sheet(s), e.g. utility sheets, site dimension sheet, etc.:
- a. Existing fire hydrant locations
 - b. Proposed new fire hydrants as required
 - c. Ductile iron fire sprinkler leads
 - d. Fire apparatus access points
 - e. Fire apparatus grades
 - f. Address as provided by the City of Round Rock
 - g. Fire lanes with fire striping clearly indicated
 - h. Fire apparatus turn around
 - i. City-issued or City-approved construction details as applicable for fire protection
 - j. For alternate paving for included in fire lanes, provide details and engineer certification that installation will support 80,000 pounds.
 - k. Type of building construction (Type I, II, III, IV, V) and (A or B)
 - l. Type of Building Occupancy per current International Fire Code (i.e. A-1, R-2, etc.)
15. Erosion Control Plan showing:
- a. Limits of construction with standard notes and details
 - b. Appropriate BMPs (including silt fence, rock berms, stabilized construction entrances, etc.)
 - c. Existing and proposed/finished grades and topographic contours at intervals of one or two feet, streets, drive aisles, drainage facilities, and any other pertinent information
 - d. Sheet-specific standard City notes
 - e. Flow arrows
 - f. Floodplain limits

- g. Stabilized construction entrance
- h. Spoils area

16. Utility Plans showing:

- a. Existing and proposed water and wastewater facilities
- b. Stationing and flow line elevations (existing and proposed, both into and out of) on all manholes and cleanouts
- c. Profiles for all public wastewater and waterlines 8" in size or greater
- d. Existing and proposed easements
- e. Fire Hydrant(s)
- f. Water meter(s)
- g. Irrigation backflow preventer(s), to be located outside of all easements
- h. Contours (existing and proposed)
- i. Utility crossing information for crossings with public utilities (with all utilities is strongly encouraged) including stations and elevations for both crossing utilities
- j. Sheet-specific standard City notes
- k. Callouts with stationing for all tees, bends, valves, fittings, connections, etc.
- l. Stationing on all water and wastewater lines (to be in agreement with profile information)

17. Utility Profiles sheets showing:

- a. Profiles for all public wastewater
- b. Profiles for waterlines 8" in size or greater, and where elevation conflicts are likely
- c. Horizontal and vertical scales that match (e.g. 1"=50' and 1"=5')
- d. Alignment with stationing (to be in agreement with utility plan sheets) that includes callouts for valves, bends, fittings, etc.
- e. Existing grade, finished grade, and subgrade (as applicable in paved areas)

18. Storm Sewer Plan and Profile (required for public storm) showing:

- a. Storm and channel alignment with stationing that is consistent in both plan and profile
- b. Horizontal and vertical scale match (e.g. 1"=50' and 1"=5')
- c. Inlets, junction boxes, manholes, etc.
- d. Pipe lengths, sizes, grades, material, etc.
- e. 25- and 100-year HGL's
- f. Calculated 25-yr and 100-yr values for Q, V, d for each segment of pipe between structures, wyes, bends, and pipe size changes.
- g. Sheet-specific City standard notes
- h. Q25 and Q100 values for all inlets
- i. Inlet labels consistent with contributing basins

- j. Crossings with other utility alignments with station and elevation information for both alignments
 - a. Existing grade, finished grade, and subgrade (as applicable in paved areas)
- 19. Detail sheet
 - a. Standard City-approved details associated with construction of the project
 - b. Details from other sources where standard City of Round Rock details are not available
- 20. Lighting Plan showing:
 - a. Property lines labeled
 - b. Existing and proposed lighting
 - c. Site lighting specifications
 - d. Photometrics (foot candle reading at property line labeled)
 - e. Utility alignments and appurtenances
 - f. Utility easements (existing and proposed)
 - g. Tree locations (existing and proposed)
- 21. Retaining wall design sheet (as applicable) showing:
 - a. Wall design and detail with requisite calculations and information as specified in the International Building Code sections §1610 and §1807.
 - b. Reference to Geotechnical Report used for design

Additional items may be required for resubmittals, when documents are submitted for final approval and for site development permit extensions.

Step 4: Resubmittals

A resubmittal is typically required to address comments issued with the previous plan review. The resubmittal process repeats as many times as necessary to resolve all outstanding comments. It is imperative that the applicant contact the Case Manager for direction in resolving outstanding review comments prior to resubmitting.

Applicants must address all review' comments before making a resubmittal in order to avoid additional resubmittals. Comments are issued via redlines and typed comments. The design engineer is required to respond to these comments with hand-written responses to redlined comments in a color other than red and with typed responses in a comment-response letter addressed to the Case Manager. All resubmittals require the original redline set from the previous review to be included with an updated set reflecting changes in response to comments issued with the previous review.

Application Completeness Check for Resubmittals

- [PDS Letter of Transmittal](#)
- Five (5) sets of plans meeting the requirements of the plan checklist on 24"x36" (or 22"x34") sheet size*
- One (1) letter from the engineer-of-record responding to each review comment. **The letter shall state how each comment was resolved.** For required comments, responses such as "comment noted," "comment cleared," "no comment," or "see separate response from the Landscape Architect" **are not acceptable.**
- Original redlines with comment responses written in a color other than red.
- Updated Engineer's seal and signature with date on all civil sheets
- Updated Landscape Architect's seal and signature on all landscape sheets
- The most current version of the final plat is to be included as part of the SIP set (P&Z-approved plat is required to be in the set prior to SIP permit issuance).
- Digital PDF copy of all files listed above

*All sheets in the set must be the same sheet size.

If the above items are not included with your submittal, the submittal will be returned.

All submittals are required to be legible and the scope of work comprehensible. The reviewer may have limited review due to legibility issues or uncoordinated items such as, multiple layers, plotting errors, etc.

Additional Review Fees

A site development permit application fee covers the first full site plan submittal review, plus two (2) resubmittals. If an application requires additional resubmittals, an additional review fee will be charged for each additional review beyond the third full site plan review (see [Planning and Development Fee Summary](#)). Additional review fees are not charged for the ASAP process.

Step 5: Abbreviated Submittal Approval Process (ASAP)

To expedite the permitting process, staff has implemented the Abbreviated Submittal Approval Process (ASAP). The ASAP is meeting becomes an available option by the Case Manager in the review comment letter when he/she feels that only a few minor issues remain. Once the applicant presents acceptable resolutions to all remaining comments during the ASAP meeting, the Case Manager will sign the permit approval letter and Mylar coversheet.

ASAP Meeting Requirements

- Staff has identified the ASAP as the next step in the latest review comment letter.
- The applicant must contact PDS staff identified in the comment letter to schedule the ASAP meeting.
- The applicant must bring all items required in the comment letter to the meeting.
- The applicant must take a Mylar copy of the coversheet to the ASAP meeting for the Case Manager to sign.
- The Final Plat must be recorded.
- Subdivision Improvement Permit has been issued (as applicable)

Extensions for Approved Site Development Permits

Per Section 8-10 of the Zoning Ordinance, an approved site development permit expires after two (2) years. If a building permit has not been issued within one (1) year, an owner may desire an extension on the site development permit.

A site development permit extension request shall be submitted in writing to the Engineering Manager, indicating the reason for the request. Each PDS review member will review the application in accordance with the current applicable Code of Ordinances. If the existing permit is not in compliance with ordinances in place at the time of the extension request (or other changed conditions apply), the applicant will be asked to update the plan. If an update is required, the owner will need to apply for a Site Plan Revision prior to submitting the Pre-construction packet.

Extension Request Completeness Check

Please submit the following at least 30 days before the permit is scheduled to expire:

- 1) Letter requesting extension
- 2) Original Mylar cover sheet, with the following added:
 - i. Note: "Approved for 365-day extension"
 - ii. Signature block for "Planning and Development Services"
- 3) Updated site development permit application

If the above items are not included with your submittal, the submittal will be returned.

Step 6: Pre-Construction Meeting

In conjunction with the approval, the applicant will be issued a Pre-Construction Request Form. This sheet outlines the documentation required to set up a pre-construction meeting and could include the following:

- [PDS Letter of Transmittal](#)
- Four (4) sets of plans meeting the requirements of the plan checklist on 24"x36" (or 22"x34") sheet size *
- One (1) copy of the engineered trench safety plan (required for trenches five feet (5') or deeper) (11"x17")
- One (1) copy of the engineer-sealed traffic control plan (11"x17"); unless included in the permit
- One (1) copy of engineer-approved product submittals
- Notice of Intent (NOI) for sites greater than five (5) acres
- Storm Water Pollution Prevention Plan (SWPPP) and completed MS4 checklist for sites greater than 1 acre
- Completed Pre-construction Request Form
- Digital PDF copy of all files listed above

*All sheets in the set must be the same sheet size.

The applicant must submit the complete pre-construction package to the PDS office. Staff will conduct a completeness check within three (3) business days. Once approved, PDS staff will contact the engineer-of-record to schedule the Pre-construction Meeting. Please be advised that in no case shall construction commence without a pre-construction meeting.

Improvements permitted by the SIP must be deemed substantially complete in writing by PDS before any associated Building Permits are to be issued.

Revisions to Approved Site Development and Small Site Permits

A revision fee is applicable for changes to development permits after permit issuance. (see [Planning and Development Fee Summary](#)) Revision submittals shall include:

- [PDS Letter of Transmittal](#)
- One (1) letter from the design engineer outlining the changes being made to the approved plan set and the reason(s) for the proposed change(s);
- The Mylar coversheet with original signatures from the ASAP meeting updated with revision block entry(s);
- Four (4) paper copies of the revised plan set, each set to be composed of:
 - A copy of the updated Mylar coversheet;
 - Copies of all sheets in the approved plan set that are affected by the change(s) being made. Individual plan sheets shall have revision block entries filled in with information related to the changes on that specific plan sheet, which correspond to clouded changes on the sheet

Useful Information

Additional Jurisdictional Information

1. Water Quality is reviewed and approved by the Texas Commission on Environmental Quality (TCEQ). The applicant will be asked for the status of the TCEQ application when submitting. For further information contact TCEQ at (512) 339-2929, <http://www.tceq.texas.gov/>.
2. A permit for driveway removal, permanent tenant access, and/or temporary construction access along a State roadway is a separate permit application. Use the City of [Round Rock version of the TxDOT Right-of-way Access within CoRR ETJ Permit form](#) based on the [City of Round Rock Access Management Plan for State Highways](#). Ensure the [Special Requirements](#) are attached to your Permit form. Review and issuance of TxDOT Right-Of-Way Access Permits is administered by the Planning & Development Services Department (PDS) when associated with a PDS permit. Links to these documents can be accessed on the Design and Construction Standards (DACS) web page*.

*<https://www.roundrocktexas.gov/departments/transportation/dacs/>

Procedural Information

1. Prior to every submittal, please reference the most recently published Submittal Packet, City issued construction details, and applicable codes. Please note that the submittal packet, processing procedures, construction details, and codes are amended from time to time. All are available on the City's website. Please call the PDS office with questions about locating information online.
2. Site Development Permit (SDP) and Small Site Permit (SSP) applications may run concurrently with the platting, zoning, and subdivision improvement process. Once first-round comments have been issued on a full SDP/SSP review, the SDP/SSP may also run concurrently with the Building Permit review. For specific questions please contact the assigned Case Manager.
3. The Site Development Permit review is entirely administrative, i.e. there is no council or commission hearings involved.
4. Each submittal consists of a 20-business-day staff review. Upon the submittal of an application, the submittal is distributed among the staff reviewers. The reviewers meet internally to coordinate the review among various departments. Comments are issued from the assigned Case Manager under a PDS cover letter.
5. Five (5) sets of plans are required for the preliminary submittal and the full site plan submittal. Please reference the review correspondence for number of copies required for submittals and resubmittals.

6. Site Development Plan submittals will be reviewed for completeness. Incomplete applications or plans with obvious major errors will be returned with a list of deficiencies.
7. Complete applications and resubmittals will be distributed for staff reviews.
8. Once comments and redlines are complete, the assigned Case Manager will notify the applicant, engineer, and developer. For a successful and timely review, it is imperative that your project have a designated lead applicant to coordinate with all project team members.
9. Site Development Permits approvals expire in two (2) years. A one-time 180-day permit application extension may be requested.

Applicable Ordinances and Standards

The following list of ordinances and standards are the common references the reviewers apply during the application review, but is not an exhaustive list of applicable ordinances.

1. General
 - a. Compliancy and Adequacy Clauses -DACS General Guidelines, p. 4
 - b. General Notes -DACS General Guidelines, pp. 11-17
 - c. Construction Summary Table¹
 - d. Sheet-specific City standard notes²
2. Fire Protection Requirements: 2015 IFC & local City amendments
 - a. Chapter 2 -Occupancy Classification
 - b. Chapter 3 -Section 312.1 Vehicle Impact Protection
 - c. Chapter 5 – Fire Service Features
 - d. Chapter 5 – Section 503 Fire Apparatus Access Roads
 - e. Chapter 5 – Section 505 Premises Identification
 - f. Chapter 5 – Section 507.2.1 Private Fire Service Mains
 - g. Chapter 5 –Section 507.5 Fire Hydrant Systems
 - h. Chapter 5 – Section 507.5.4 Obstruction
 - i. Chapter 5 – Section 507.5.5 Clear Space Around Hydrants
 - j. Chapter 9 – Fire Protection Systems
 - k. Chapter 10 -Means of Egress
 - l. Appendix B – Fire Flow Requirements For Buildings
 - m. Appendix D – Fire Apparatus Access Roads
 - n. Appendix D – Section D103.2 Grade
 - o. Appendix D – Section D103.3 Turning Radii
 - p. Appendix D-Section D103.5 Fire Apparatus Access Road Gates
 - q. Appendix D –Section D104 Commercial and industrial developments
 - r. Appendix D – Section D104.1 Building Exceeding 3 Stories or 30ft in Height
 - s. Appendix D – Section D105 Aerial Fire Apparatus Access Roads
 - t. Appendix D – Section D106 Multiple-Family Residential Developments
 - u. Code of Ordinances Chapter 16: Fire Prevention & Protection
3. Tree Protection and Mitigation Requirements:
 - a. Tree Technical Manual²
 - b. Chapter 8 Article III: Tree Protection and Preservation Ordinance
 - c. Specific references include but are not limited to:
 - i. Tree Survey-locations of all existing trees with tag numbers, tree list with species and size identified, and tree survey table. On tree survey drawing; location of proposed trees to be removed delineated as dashed-line circle with tree ID number in circle and trees to remain with solid-line circle.
 - ii. Tree protection notes, Round Rock Tree Technical Manual; Section 2.3.2. (
 - iii. Tree protection details – tree fencing details, refer to Manual, Section 2-2 to 2-6.
 - iv. Tree replacement plan / landscape plan for trees that will be planted as mitigation

- / replacement trees. Refer to Round Rock Tree Technical Manual, Section 3.
- v. Tree Irrigation note, refer to Round Rock Tree Technical Manual, Section 3.10
4. Zoning Compliance: Code of Ordinances ([MuniCode](#))
 - a. Code of Ordinances Chapter 2: Zoning Districts and Use Regulations
 - b. Code of Ordinances Chapter 4: Subdivision Design and Construction
 5. Landscape and Irrigation Compliance:
 - a. Zoning Ordinance Section 8-10
 6. Transportation Compliance:
 - a. Design and Construction Standards, Transportation Specifications (see 9(c), below)
 - b. Code of Ordinances Chapter 4: Subdivision Ordinance
 - c. Code of Ordinances Chapter 42: Traffic Regulations
 - d. Code of Ordinances Chapter 44: Utilities
 - e. City of Round Rock Access Management Plan for State Highways and Permit Form (if applicable)³
 7. Drainage Compliance:
 - a. Design and Construction Standards, Drainage Specifications (see 9(c), below)
 - b. Code of Ordinances Chapter 4: Subdivision Ordinance
 - c. Code of Ordinances Chapter 8 Article X: Building Ordinance
 - d. Drainage calculations, 2, 10, 25, 50 and 100-year information -DACS Drainage, Section 1.2.0
 - e. Storm sewer line profiling, HGL information -DACS Drainage, Section 5
 8. Utility Compliance:
 - a. Design and Construction Standards, Utility Specifications (see 9(c), below)
 - b. Code of Ordinances Chapter 4: Subdivision Ordinance
 - c. Code of Ordinances Chapter 8 Article X: Building Ordinance
 - d. Code of Ordinances Chapter 44: Utilities Ordinance
 - e. Water/Wastewater line profiling – DACS Utilities, Sections 1.6.2-B.3, 1.6.3-C.1
 - f. Easements – DACS Utilities, Sections 1.6.2-B.16, 1.6.3-C.7
 - g. Water Meters – DACS Utilities, Section 1.6.2-F
 - h. Looped Waterline System – DACS Utilities, Section 1.6.2-B.1
 9. Additional References:
 - a. Current edition of International Building Code & International Fire Code
 - b. [Municode](#) (Code of Ordinances)
 - c. Engineering Design and Construction Standards (DACS)
 - d. Sheet-specific CoRR standard notes
 - e. Tree Technical Manual

¹ Site Development Permits Section on [Land Development and Permits](#) webpage

² References Section on [Land Development and Permits](#) webpage

³ Design and Construction Standards button on [Land Development and Permits](#) webpage

Additional Information

Staff contacts:

https://www.roundrocktexas.gov/wp-content/uploads/2018/03/contacts_development-staff-current.pdf

This and other packets online:

<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

Pre-Submittal Meeting Request Form:

<https://www.roundrocktexas.gov/wp-content/uploads/2015/01/Presubmittal-Meeting-Request-Form-14aug2018-fillable.pdf>

PDS Letter of Transmittal:

<https://www.roundrocktexas.gov/wp-content/uploads/2015/01/letter-of-transmittal.pdf>

Planning and Development Services (PDS) Fee Summary

<https://www.roundrocktexas.gov/wp-content/uploads/2018/03/planningfeessummary-mar2018.pdf>

Development Permit Application

- Site
- Small Project
- Subdivision

Project Name: _____

Project Address: _____

General Application Information:

I. Land / Property Ownership Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Developer Information (Consultant's Client): (Copied on all project correspondence)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

III. Prime Consultant/ Applicant/Agent: (Main contact person and responsible for application)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Engineer Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

V. Landscape Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

VI. Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Information:

- 1) Project Street Location or **official** address: _____
- 2) Property Acreage: _____
- 3) Building Square Footage: _____
- 4) Current Zoning: _____ Proposed Zoning: _____
- 5) Adjacent Zoning: North _____ South _____ East _____ West _____
- 6) Is this project in a zoning overlay: Yes No
- 7) Is this project in a MUD? If yes, please list which MUD _____
- 8) MUD approval obtained? Yes No
- 9) Traffic Impact Analysis status(check one): approved waived
- 10) Is a License Agreement part of this application? Yes No
 - a) License Agreement application submitted? Yes No
- 11) Is a WTF (wireless transmission facility part of this application? Yes No
 - a) WTF application submitted? Yes No
- 12) Project located in the Edwards Aquifer Recharge Zone? Yes No
 - a) TCEQ application status _____
- 13) Was a Pre-submittal Meeting held prior to this submittal? Yes No
 - a) Date of meeting? _____
- 14) Site Legal Description: Lot: _____, Block _____
- 15) Subdivision Name: _____
 - a) Is plat recorded? Yes No
 - b) Date of recordation: _____
- 16) Proposed land use: _____

Owner Affidavit:

I, as the owner of the subject property, hereby authorize the aforementioned prime consultant to act on my behalf concerning all matters related to this development application.

Signature: _____

Printed Name: _____ Date: _____

Applicant Signature

I, as the prime consultant have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true, complete, and accurate.

Signature: _____

Printed Name: _____ Date: _____