



Subdivision Improvement Permit

Application Information & Procedures

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Planning and Development Services Department

City of Round Rock, Texas

Updated: January 18, 2019

Development Packet for Subdivision Improvement Permits

This Development packet includes the procedural information, checklists and forms necessary for obtaining subdivision plan approval and permit through the Planning and Development Services Department (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 Subdivision Improvement Permit?

The applicability of subdivision improvements is established by Article VII of the Subdivision Ordinance. Subdivision Improvements are typically required to serve proposed lots with:

- Improvements to right-of-way access;
- Public water mains, services, and appurtenances;
- Public wastewater mains, services, and structures; and
- Stormwater infrastructure needed to convey public flows.

Subdivision Improvement Permit plan review process overview

Step 1 – Subdivision Improvement Plan (SIP) Submittal for Review (after Pre-submittal meeting)

- Comment Review meeting with staff, and
- requisite resubmittals

Step 2 – ASAP (Abbreviated Submittal Approval Process)

- Resolutions to Approval Letter comments and request for Pre-Construction meeting

Step 3 – Pre-Construction meeting package plan set review

- Subdivision Improvement Permit Revisions

Step 4 – SIP Permit Revision review

- Resolutions to review comments and requisite resubmittals as applicable

Step 5 – 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.

Subdivision Improvement Permit Expiration

- A. A subdivision improvement permit application that has not been approved within 180 days from the date of application will be considered an expired permit application.
- B. Per the Subdivision Ordinance 4-95, an approved subdivision improvement permit expires two (2) years from the date of permit approval by PDS if construction has not begun. If

construction has begun, a subdivision permit expires three (3) years from the date of permit approval.

- C. Once a permit or permit application has expired, a complete application refiling is required. This includes all documentation required for an adequate review and will be subject to all current design and construction standards at the time of the new application. 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.com) 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: Subdivision Improvement Plan Submittal

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 Subdivision Improvement Permit consists of 20 business days.

Prerequisites for Subdivision Improvement Plan Submittals

- A floodplain study has been submitted to and approved by PDS
- A geotechnical investigation (soils report) with pavement design(s) has been submitted to and approved by PDS

This step includes the submittal, review, and approval of the full civil-engineered construction plans. Please refer to the attached full submittal checklist as well as the pre-submittal meeting minutes from Step 1 above. The approved drawings will be the construction plans the Civil Inspector uses when inspecting the construction of this project. It will be the same set of plans the contractors use for the civil portion of the project during construction.

Comment Review and Solution Meeting

Once you receive comments back from PDS staff on the first subdivision improvement 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 Subdivision Improvement Permit (SIP) Review process is generally as follows:

- The applicant submits the SIP set for review with a written comment-response letter.
- 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 updates for the next 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 Checklist for SIP Plan Submittals

- [PDS Letter of Transmittal](#)
- Completed application form with the first plan submittal
- 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 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.

Subdivision Improvement Plan Set Checklist

Please use this checklist when preparing your permit application.

Subdivision Improvement 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 pages shall be drawn to an appropriate and legible standard engineering scale and shall include:
 - a. North arrow
 - b. Legend
 - c. Base plan information including major structures such as detention ponds, water quality ponds, property lines, and easements.
 - d. Engineer signature and seal (on ALL civil sheets)
 - e. Permit number somewhere in the bottom right corner of each sheet
 - f. Existing easements called out with easement type, beneficiary, and recordation number
 - g. 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.
 - h. Existing features and infrastructure are to be called out as "existing".
 - i. 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.
 - j. "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.
 - k. Scenarios for drainage analyses are to be designated as "existing conditions" and "developed conditions".
 - l. Sheet-specific City standard notes to be included on all sheets as applicable (See Useful Information Section)
3. Coversheet with the following information:
 - a. Name of project, to include reference to "Subdivision Improvements"
 - b. Address of project
 - c. Legal description of property and lot area
 - d. Sheet index

- e. Revision block with at least five (5) rows tall enough for at least two (2) lines of text in each row, and with columns for Revision Number, Description, Approval Signature, and Date
 - f. Applicant's name, address, phone, fax and e-mail address.
 - g. Name, address, phone, fax, and e-mail address of Engineer and Owner
 - h. Signature block for "Planning and Development Services"
 - i. Location map
 - j. Note addressing either on-site detention or request to participate in the Regional Stormwater Management Program (RSMP)
 - k. Water Quality Note (if applicable)
 - l. Orientation Map with hatched or shaded limits of construction
 - m. Compliancy Clause
 - n. Adequacy Clause
 - o. Impervious cover table
4. Copy of most current version of the final plat
 5. Area plan indicating adjacent zoning, land uses, and area driveways within 200' (on both sides of roadways).
 6. General Notes Sheet
 - a. General Notes
 - b. Construction summary table found on City website: [Construction Summary Table](#)
 - c. Benchmark information with vertical datum and geoid indicated
 - d. Summary of pavement design specific to each road within the scope of the plan and specific to the stationing as applicable
 7. Roadway Design and Profile showing:
 - a. Horizontal and vertical scale that match (e.g. H:1"=50' and V:1"=5')
 - b. Boundaries of project including bearings, distances, angles, and dimensions
 - c. Platted and recorded easements including any by separate instrument
 - d. Right-of-way lines, street curbs, centerlines, widths, radii, etc.
 - e. Label abutting zoning and existing land uses
 - f. Location and dimensions of sidewalks
 - g. All existing median cuts
 - h. Vertical and horizontal roadway information
 - i. Inlet locations (with stationing)
 - j. Existing and proposed (finished) grade ground profiles (subgrade depicted)
 - k. Design speed stated

8. Drainage Plan showing:
 - a. One sheet with existing grades and topographic contours at intervals of either one or two feet with flow arrows
 - b. One sheet with proposed (finished) grades and topographic contours at intervals of either one or two feet with flow arrows
 - c. Karst features and any protected area required by U.S. Fish and Wildlife or TCEQ
 - d. Existing and proposed roads
 - e. Existing drainage features including lakes, streams, and ponds
 - f. Location of the FEMA Zone AE floodplain limits with base flood elevations indicated
 - g. Location of CORR ultimate 1% annual chance floodplain limits
 - h. Location and dimensions of existing and proposed storm water detention structures or ponds
 - i. Location and dimensions of existing and proposed water quality structures or ponds
 - j. Location and size of all proposed storm lines and surface drainage structures
 - k. Existing and developed sub-basin areas with supporting drainage calculations (for 2-year, 10-year, 25-year, 50-year and 100-year storms using Austin 3-hour storm)
 - l. Crossing station and elevation information for all utilities
 - m. If requesting participation in RSMP, a separate report 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 assumptions, method of analysis, and findings used to reach this conclusion.
 - n. Inlet locations with stationing and flowline information at inlet intake
9. Grading Plan showing:
 - a. Existing and proposed (finished grade) contour information at intervals of either one or two feet
 - b. Horizontal and vertical scale that match (e.g. 1"=50' and 1"=5')
 - c. Top of curb elevations
 - d. CORR ultimate 4% and 1% annual chance floodplains
 - e. Location and elevation of the FEMA Zone AE base flood and ultimate 1% annual chance floodplain
 - f. Grading as appropriate throughout subdivision area
 - g. Offsite existing grades and adequate information to show proposed grading ties in to existing grades
10. Storm Sewer Plan and Profile 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. Q_{25} and Q_{100} 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
 - k. Existing grade, finished grade, and subgrade (as applicable in paved areas)
11. 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
12. Utility Plans showing:
- a. One (1) plan with overall waterline, and one (1) plan with overall wastewater
 - b. Alignment with stationing at 25- or 50- stationing
 - c. Existing and proposed easements
 - d. Fire hydrants, water meters, wastewater cleanouts, gate valves, manholes, and all other pertinent information as required
 - e. Existing and proposed (finished grade) contour information
 - f. Utility crossing information with station and elevation information for both crossing utilities
13. Utility Profiles sheets showing:
- a. Profiles for all public wastewater
 - b. Profiles for waterlines 8" in size or greater
 - 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)
 - e. Existing grade, finished grade, and subgrade (as applicable in paved areas)
14. Detail Sheet
- a. Standard City-approved details associated with construction of the project (available on the City's website)
15. Tree Plan or Landscaping Plan (if necessary) showing:
- a. Texas Landscape architecture seal
 - b. All base drawing information from the civil set, including most-current utility alignments

- c. Rights-of-way labeled
 - d. Proposed and existing civil site elements
 - e. Location of existing trees, with monarch trees labeled
 - f. Any proposed landscaping (for a pond, for example)
 - g. Natural features
 - h. Existing trees to be removed and to remain
 - i. Large, medium, and small trees proposed
 - j. Existing and proposed (finished grade) contours
 - k. Location of all easements (proposed and existing) with appropriate identifying annotations
 - l. Location of all utilities (proposed and existing) with appropriate identifying annotations
 - m. Location of proposed and existing fire hydrants
 - n. Planting details
 - o. Tree protection notes – as specified in the [Round Rock Tree Technical Manual](#)
 - p. Freestanding sign location must be depicted on all landscape sheets with a callout indicating that the depiction of signage is “for reference only” and “that a separate sign permit is required”
16. Lighting Plan showing:
- a. Street light locations
 - b. Utility alignments and appurtenances for mains and services
 - c. Note stating that street lights shall not be within 6’ of a main, service, appurtenance, or structure for City water, wastewater, or storm infrastructure
17. 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
18. A floodplain study approved by Planning and Development Services (PDS).
19. A geotechnical investigation (soils report) approved by PDS.

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

Step 3: 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.

Step 4: 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.

New Application Required for Expired Subdivision Permits

Please be advised that there is no extension for subdivision improvement permits that have expired. A new review and new permit will be necessary for any expired subdivision improvement permits. Per Section 4-95 of the Subdivision Ordinance, an approved subdivision improvement construction plan will expire two (2) years from the date of permit issuance by the PDS director if construction has not commenced.

Even after construction has commenced, the approved subdivision improvement construction permit will expire three (3) years from the date of permit approval. If the subdivision improvement permit does expire, the plans must be resubmitted for review and issuance of a new permit. The plan will be required to meet design and construction standards in effect at the time of the new review, i.e. the new permit will not be grandfathered under previous versions of the changed ordinances or standards.

Step 5: Pre-Construction Meeting

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

- [PDS Letter of Transmittal](#)
- Four (4) paper copies of the approved plans 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 one (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 Subdivision Improvement 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 PDS with questions about finding information online.
2. SIP review is entirely administrative, i.e. there is no council or commission hearings involved.
3. Each submittal consists of 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 cover letter.
4. Five (5) sets of plans are required for the subdivision improvement plan submittals. Please reference the review correspondence for number of copies required for conditional approval submittals and resubmittals.
5. Subdivision Improvement Plans will be reviewed for completeness. Incomplete applications or plans with obvious major errors will be returned with a list of deficiencies.
6. Complete applications and resubmittals will be distributed for staff reviews.
7. 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 your project have a designated lead applicant to coordinate all project team members.
8. SIP expires in two (2) years from the date of permit issuance with no extensions for an SIP.

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:

1. Land / Property Ownership Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

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

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

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

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

4. Engineer Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

5. Landscape Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

6. 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
 - 1. License Agreement application submitted? Yes No
- 11. Is a WTF (wireless transmission facility part of this application? Yes No
 - 1. WTF application submitted? Yes No
- 12. Project located in the Edwards Aquifer Recharge Zone? Yes No
 - 1. TCEQ application status _____
- 13. Was a Pre-submittal Meeting held prior to this submittal? Yes No
 - 1. Date of meeting? _____
- 14. Site Legal Description: Lot: _____, Block _____
- 15. Subdivision Name: _____
 - 1. Is plat recorded? Yes No
 - 2. 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: _____