



# License Agreement Application Information

**Included in this Packet:**

Application and checklist

Pre-submittal Meeting Request Form

Land Development & Permits eSystem Information

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**Planning and Development Services Department**

**City of Round Rock, Texas**

*Updated: January 18, 2019*

## License Agreement Overview

### To obtain a License Agreement:

1. Schedule a pre-submittal meeting with the City of Round Rock Planning & Development Services Department (PDS). The purpose of this meeting is to establish the submittal process schedule, confirm any other processing steps, and to introduce the specifics of the project to P&DS. If one was conducted for the site or subdivision permit, that pre-submittal meeting will suffice. Please be advised that this meeting is not to be considered a development review.

The owner and their consultants, including an engineer, should be at the pre-submittal meeting. The applicant must be prepared to present the basics of the proposed license agreement. If necessary, please send the attached [Pre-submittal Meeting Request Form](#) to [PDSIntake@roundrocktexas.gov](mailto:PDSIntake@roundrocktexas.gov) or (512) 218-3286 fax to schedule a meeting if you feel it is needed.

Following the pre-submittal meeting, staff will produce minutes of 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 upon completion. Upon receipt, the applicant is urged to review the minutes to ensure all important information has been documented and there has been no misunderstanding. If there has been miscommunication, or an important item is missing, please contact the Case Manager indicated in the first section of the minutes and we will resolve the matter.

2. Submit Construction Plans, Application and a fee of \$250.00, to Planning and Development Services, Suite 210. These items will need to be submitted whether it is a standalone project or part of a site development plan submittal.
3. The applicant will be contacted when the agreement is prepared and ready for signatures.
4. Once the applicant has returned the signed license agreement to Planning and Development Services, it will be forwarded to the City Manager for execution.
5. NOTE: **No improvements shall be installed** until the license agreement has been fully executed by the City of Round Rock.

## **Documents required for processing license agreement application:**

- A completed License Agreement Application.
- [Letter of Transmittal](#)
- A completed resolution form indicating who is authorized to sign the license agreement.
- An 8 ½" x 11" sketch plan indicating exact area to be licensed.
- 3 copies of the License Agreement Construction Plans approved by Planning and Development Services, reduced to 8 ½" x 11" sheets.
- A PDF copy of all above-mentioned documents

## **Reference documents:**

Utility Ordinance, Section 44-175 Right-of-way Encroachment, and Zoning Ordinance, Section 8-10 Landscaping

[Round Rock Code of Ordinance](#)

City of Round Rock Design and Construction Standards (DACs)

<http://www.roundrocktexas.gov/home/index.asp?page=967>

Tree Technical Manual: Standards and Specifications

[Tree Technical Manual](#)

## Land Development and Permit eSystem

The City of Round Rock has implemented a Land Development and Permit eSystem (eTRAKiT) accessible by project applicants and/or their representatives. Go here ([link\\*](#)) for a brief tutorial. This on-line system will allow users to see the progress of development projects, access review comments, schedule inspections 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 you submit your application to. Click on this link and save it to your favorites for this site to be easily accessible in the future. You may also go to <https://www.roundrocktexas.gov/> and click on the Development/Permit Tracker listed under online services on the left side of the home page.

[\\*https://www.roundrocktexas.gov/wp-content/uploads/2015/01/etrakit\\_permit\\_search\\_how\\_to.pdf](https://www.roundrocktexas.gov/wp-content/uploads/2015/01/etrakit_permit_search_how_to.pdf)

### Submit the license agreement application to:

City of Round Rock  
Planning and Development Services  
301 W. Bagdad, Suite 210  
Round Rock, Texas 78664

For questions regarding a license agreement please contact Roxanne Valadez at (512) 218-6658 or [rvaladez@roundrocktexas.gov](mailto:rvaladez@roundrocktexas.gov).

For other questions or further assistance please contact the Planning and Development Services (PDS) front desk at (512) 341-5428.

# Application for License Agreement

(Application p. 1 of 2)

## **Applicant Information:**

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## **Land Owner's Information:**

SELECT ONE:

Corporation

Limited Liability Company

Partnership/Joint Venture

Limited Partnership

*Note: see accompanying documents **required** to authorize signature of the above.*

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## **Licensee (Tenant), HOA, POA:**

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## **Property information:**

Legal description of area(s) to be licensed:

Subdivision Name: \_\_\_\_\_ Lot \_\_\_\_\_, Block \_\_\_\_\_

Tax Parcel ID# \_\_\_\_\_

Are there existing license agreements in place at this location?

Yes

No If yes,

provide date, name, and location of such agreements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Site Development Permit Information:

(Application p. 2 of 2)

Project name: \_\_\_\_\_

Project address: \_\_\_\_\_

Permit No.: \_\_\_\_\_

## Proposed improvements:

Have the improvements / encroachments been installed prior this application?  Yes  No

A license agreement is hereby requested to allow encroachment and improvements into and or within the public property and or public easement as described above. (Give a detailed description of the location proposed for licensing).

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The license agreement is requested to allow the following *encroachment or improvements* into and/or within public property and/or easement. (**List all appurtenances**)

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**I, the undersigned**, declare the information provided in this application to be valid and correct. I understand that a non-refundable fee of \$250.00 is required to process the application. I further understand that the decision to grant a license is the sole discretion of the City Manager, based upon recommendation by the City Legal Department and the Planning and Development Services Department. I understand that the value of the right of way, including the improvements licensed with this agreement will be determined by the City Manager and agree that no such improvements will be installed in the right of way until this license agreement is fully executed.

Signed by: \_\_\_\_\_  
Owner/Tenant/Applicant/Agent

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# License Agreement Construction Plan Checklist

## Reference documents:

Zoning Ordinance, Section 8-10 Landscaping

[Round Rock Code of Ordinances](#)

City of Round Rock Design and Construction Standards (DACs)

<http://www.roundrocktexas.gov/home/index.asp?page=967>

Tree Technical Manual: Standards and Specifications

[Tree Technical Manual](#)

**License Agreement Plans shall be submitted on pages no larger than 24"x36" (or 22"x34") with a PDF copy of the same provided, and shall include:**

1. **Cover Sheet** including:
  - a. Address of project
  - b. Name of project
  - c. Legal description of property and lot area
  - d. Submittal date
  - e. Sheet index
  - f. Revision block
  - g. Applicants name, address, phone, fax and e-mail address.  
NOTE: Applicant will be the primary contact
  - h. Name, address, phone, fax, and e-mail address of Engineer, Architect,
  - i. Signature block for Planning and Development Services
  - j. Location map
2. **Recorded Plat and subdivision construction plans** (if applicable)
3. **Dimensioned Site Plan** including:
  - a. Boundaries of project including bearings, distance, angles, and dimensions
  - b. Platted and recorded easements
  - c. Locations and dimensions of all existing and proposed improvements with labels keyed to details for all proposed improvements
  - d. Details of all proposed improvements
  - e. Location of ground mounted equipment
  - f. Location of all existing utilities
4. **Planting Plan** including:
  - a. Existing and proposed utilities
  - b. Property boundary line/ ROW
  - c. Easements (by plat and separate instrument)
  - d. Location of all proposed and existing site improvements including all structures, paving and flatwork.

- e. Existing trees to be removed
  - f. Existing trees to remain
  - g. Location of ALL proposed plant material with labels or plant legend indicating quantities and specifications
  - h. Planting schedule including botanical name, common name, and specifications
  - i. Planting notes and details including staking
  - j. Irrigation layout
  - k. Irrigation notes and details
  - l. Existing and proposed grading
5. **Tree Survey and Tree Protection Plan** including:
- a. Locations of all existing trees with tag numbers and tree list.
  - b. Location of proposed trees to be removed delineated as dashed-line circle with number in circle.
  - c. Tree protection notes
  - d. Tree protection details
6. **Erosion Control Plan** including:
- a. Limits of construction with standard notes and details
7. **Additional License Agreement Construction Plan criteria** for improvements installed in the Rights-of-Way:
- Plantings and signs shall not conflict with visibility triangles. The visibility triangle is defined in Section 10-8 (5) (h) of the Zoning Ordinance. Note: The Director of Transportation Services may require the visibility triangles to be calculated using ITE criteria.
  - Irrigation shall comply with the Section 10-8 of the Zoning Ordinance.
  - Spray heads shall not be placed within 5 feet of the back of any curb.
  - Irrigation lines under pavement shall have valves so that pressurized lines can be isolated for repairs. Lines under pavement shall not be pressurized unless system is in operation.
  - A building permit shall be pulled for the irrigation tap and meter.
    - If the proposed project is zoned PUD, then the PUD requirements must be incorporated.

Structures and Planting shall be located outside of all easements and shall be set back from public utilities, distance subject to the City Engineer.

# Resolution of Corporate Authority

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## (Corporation)

I, \_\_\_\_\_ {name}, the undersigned Secretary of  
\_\_\_\_\_ {name of corporation} the  
"Corporation," hereby certify that:

Corporation is a corporation duly organized and existing under the laws of  
the State  
of \_\_\_\_\_. The following is a true and accurate transcript of a  
Resolution adopted at the \_\_\_\_\_ {date} Board meeting. The  
Corporation's Board of Directors adopted the Resolution, which is contained in Corporation's  
minute book, at a duly authorized board meeting. A quorum of Corporation's Board of  
Directors was present at the entire board meeting and all actions taken at the meeting  
complied with Corporation's charter and by-laws. The Resolution has not been amended or  
revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_ {name}, \_\_\_\_\_  
{title} of \_\_\_\_\_ {name of corporation}, be and hereby  
is empowered to sign any and all documents, to take such steps, and to do such other acts and  
things, on behalf of said Corporation, as in his/her [strike one] judgment may be necessary,  
appropriate or desirable in connection with any License Agreement entered into with the City  
of Round Rock affecting the real property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a subdivision of Williamson County, Texas, according to the map or plat of record in Volume  
\_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of Williamson County, Texas, "Property".

**Resolved**, that all transactions with the City of Round Rock involving a License Agreement  
affecting the Property by any of the officers or representatives of the Corporation, in its name and  
for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all  
purposes.

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_\_

{Seal}

\_\_\_\_\_  
Secretary

# Resolution of Corporate Authority (General Partner)

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I, \_\_\_\_\_ {name}, the undersigned Secretary of  
\_\_\_\_\_ {name of corporation} the  
"Corporation," hereby certify that:

Corporation is a corporation duly organized and existing under the laws of  
the State  
of \_\_\_\_\_. The following is a true and accurate transcript of a  
Resolution adopted at the \_\_\_\_\_ {date} Board meeting. The  
Corporation's Board of Directors adopted the Resolution, which is contained in Corporation's  
minute book, at a duly authorized board meeting. A quorum of Corporation's Board of  
Directors was present at the entire board meeting and all actions taken at the meeting  
complied with Corporation's charter and by-laws. The Resolution has not been amended or  
revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_ {name}, \_\_\_\_\_  
{title} of \_\_\_\_\_ {name of corporation}, be and hereby  
is empowered to sign any and all documents, to take such steps, and to do such other acts and  
things, on behalf of said Corporation, as in his/her [strike one] judgment may be necessary,  
appropriate or desirable in connection with any License Agreement entered into with the City  
of Round Rock affecting the real property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a subdivision of Williamson County, Texas, according to the map or plat of record in Volume  
\_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of Williamson County, Texas, "Property".

**Resolved**, that all transactions with the City of Round Rock involving a License Agreement  
affecting the Property by any of the officers or representatives of the Corporation, in its name and  
for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all  
purposes.

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_\_

{Seal}

\_\_\_\_\_  
Secretary

# Resolution of Corporate Authority

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## (Limited Company)

I, \_\_\_\_\_ {name}, the undersigned Manager of the licensed that is the member of \_\_\_\_\_ {name of limited liability company} the "Company," hereby certify that:

Company is a limited liability company duly organized and existing under the laws of the State of \_\_\_\_\_. The following is a true and accurate transcript of a Resolution adopted at the \_\_\_\_\_ {date} Member meeting. The Company's Members adopted the Resolution, which is contained in Company's minute book, at a duly authorized meeting. A quorum of Company's Members was present at the entire meeting and all actions taken at the meeting complied with Company's charter and by-laws. The Resolution has not been amended or revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_ {name}, \_\_\_\_\_ {title} of \_\_\_\_\_ {name of company}, be and hereby is empowered to sign any and all documents, to take such steps, and to do such other acts and things, on behalf of said Company, as in his/her [strike one] judgment may be necessary, appropriate or desirable in connection with any License Agreement entered into with the City of Round Rock affecting the real property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a subdivision of Williamson County, Texas, according to the map or plat of record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of Williamson County, Texas, "Property".

**Resolved**, that all transactions with the City of Round Rock involving a License Agreement affecting the Property by any of the officers or representatives of the Corporation, in its name and for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all purposes.

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_\_

{Seal}

\_\_\_\_\_  
Secretary

# Acknowledgement

(Include with each Resolution of Corporate Authority)

STATE OF TEXAS  
COUNTY OF  
WILLIAMSON

Before me, \_\_\_\_\_ (name) the undersigned Notary Public of  
the State of Texas, on this day personally appeared \_\_\_\_\_  
[choose one] {known to me, or proved to me through \_\_\_\_\_(TDL#)}, to  
be the person whose name is subscribed to the foregoing instrument and acknowledged  
to me that s/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_,  
A.D. 20\_\_\_\_\_

[SEAL]

\_\_\_\_\_  
Notary Public, State of Texas

**Note:** Resolution of Corporate Authority must  
authorize the **President** or a **Vice President**  
to act on behalf of the corporation, and be  
signed by, attested, and dated by the  
corporate **Secretary** no earlier than three  
months before date of License Agreement.