



Subdivision Development

Minor Plat

Application Information & Procedures

Copies of this and other Development Packet Chapters are available online at:
www.roundrocktexas.gov/land-development-permit

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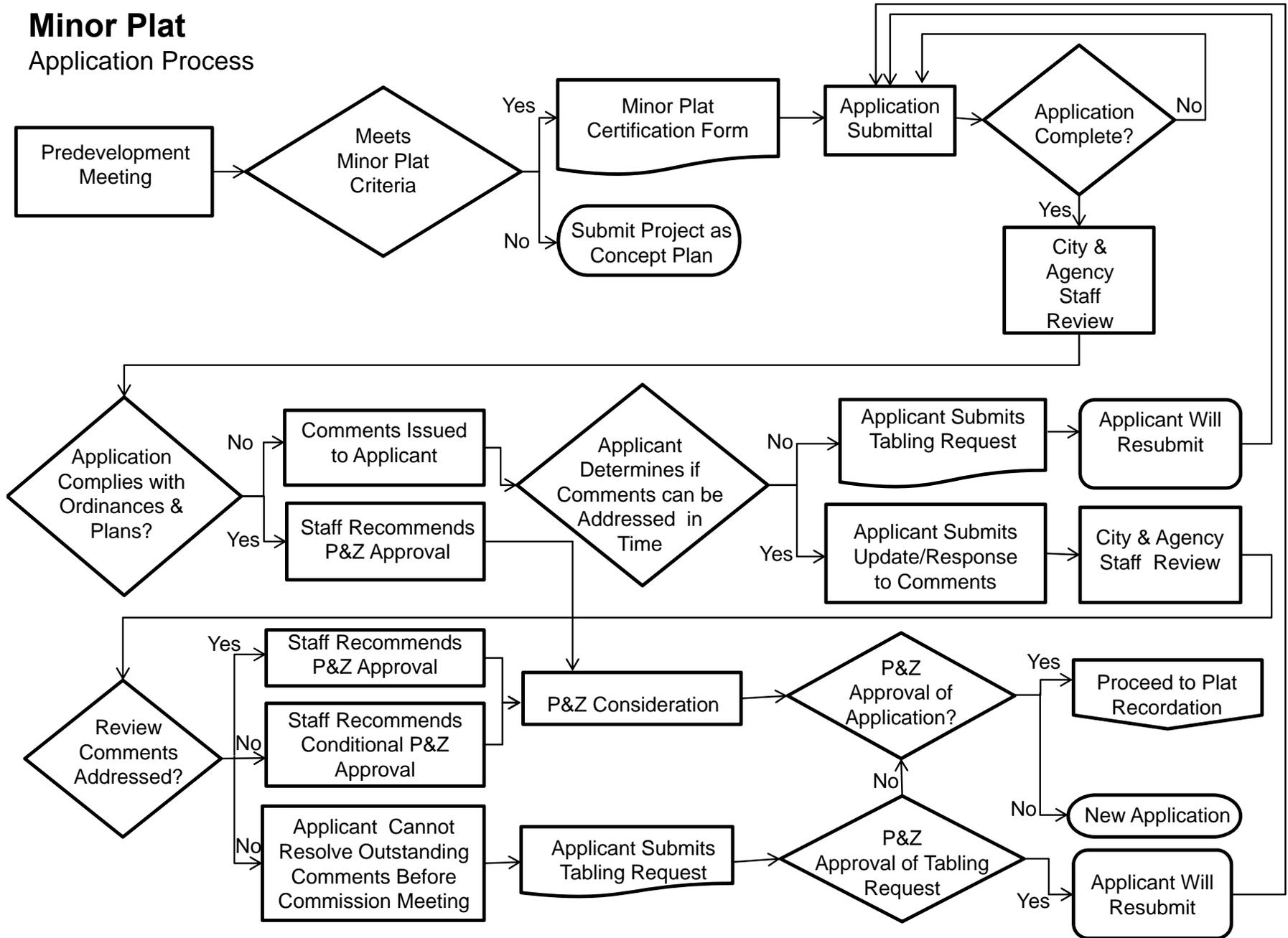
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**Planning and Development Services Department
City of Round Rock, Texas**

Updated February 2015

Minor Plat

Application Process



Minor Subdivision Final Plat Review Process

This chapter of the Development Packet consists of information and required forms for Minor Subdivision Final Plat applications.

The purpose of the Minor Subdivision Final Plat is to allow for a review by the Planning and Zoning Commission and to establish an approved legally recordable plat of the proposed subdivision or addition. The application is intended to expedite the platting process for qualifying subdivision by not requiring the submission and approval of a Concept Plan and Preliminary Plat.

Minor Plat Review Process

An application is submitted on the Official Filing Date and reviewed for completeness (see attached Minor Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Minor Plat Content). Comments generated during that review are forwarded to the Applicant within 10 calendar days.

The Applicant typically has 1 week to respond to comments. After the applicant has completed the requested modifications or otherwise addressed review comments, an updated plat, specified number of paper copies, and supporting materials shall be submitted to PDS for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Zoning Commission approve the application. Minor plats do not require subsequent City Council approval.

After approval by the Planning and Zoning Commission, PDS staff will notify the Applicant of the Commission's decision. If an application was conditionally approved, the Applicant shall either correct the original mylar submitted with the response to comments, or shall submit a reproducible corrected mylar and a specified number of paper copies to PDS, if applicable.

Any conditions of application approval and/or corrections to the Minor Plat must be satisfied prior to recordation, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

An approved Minor Plat shall expire two years from the Planning and Zoning Commission approval date if it has not been recorded.

Deadlines and Meeting Dates

Applications for Minor Plats are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City staff and subsequent review by the Planning and Zoning Commission.

Review cycles usually begin on the 1st and 3rd Tuesday of each month. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at

http://www.roundrocktexas.gov/main/wp-content/uploads/2014/12/pz_schedule.pdf

Before submitting an application, the Applicant shall verify the deadline for filing an application with Planning and Development Services (PDS) and the date of the Planning and Zoning Commission meeting.

Subdivision Ordinance, Design & Construction Standards, and Other Requirements

This chapter of the Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements found in Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended, the Parkland Dedication or Tree Protection Requirements, or the Design and Construction Standards adopted by the City Council. Please review applicable chapters of the Code of Ordinances and adopted Standards prior to application submittal.

The City of Round Rock Code of Ordinances is at:

https://www.municode.com/library/tx/round_rock/codes/code_of_ordinances?nodeId=14610

The Design and Construction Standards (DACS) are available online at:

<http://www.roundrocktexas.gov/departments/transportation/design-construction-standards/>

Requirements for a Traffic Impact Analysis, Parkland Dedication, and Tree Protection & Mitigation will vary depending on the scope of the Minor Plat and the date of approval of the existing recorded plat. For additional information, please contact John Dean at (512) 218-6617 for the Traffic Impact Analysis; Katie Baker at (512) 341-3355 for Parkland Dedication; and the Development Services Office at (512) 218-7043 for Tree Protection & Mitigation.

Pre-Development Conference & Minor Plat Certification

Prior to submitting a Minor Plat application, the Applicant shall schedule a pre-development conference with the PDS to discuss the proposed development. A checklist for the pre-development conference is included in this chapter and is available online at:

http://www.roundrocktexas.gov/docs/presubmittal_meeting_request_form.pdf .

At the Pre-development Conference, the Applicant must demonstrate the proposal meets all the Minor Plat criteria (see checklist on following page) in order to qualify for a Minor Subdivision Final Plat application.

Please contact PDS (512) 218-5428 to schedule a pre-development conference for platting. Please forward items noted on the checklist to PDS well in advance of the scheduled conference to allow time for staff review and any associated research. During the pre-development conference, staff will determine if the proposal qualifies for Minor Plat status.



Presubmittal Meeting Request Form

Instructions: Forward the completed form to Roxanne Valadez via fax (512) 671-2751 or email (rvaladez@roundrocktexas.gov) to schedule a presubmittal meeting.

- 1) Requested meeting date:

- 2) Choose one:
Legal Description, Address, or R# from Williamson County Appraisal District

- 3) Proposed land use:

- 4) Contact Name:

- 5) Contact Phone:

- 6) Contact Email:

- 7) Project Owner's Name and Address:

- 8) Questions to be addressed:

- 9) Scope of work and City permitting steps to be discussed:

The presubmittal meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications comments are to be expected that were not discussed at the meeting. Nor shall the date of the meeting be construed as the submittal date for the application

Minor Subdivision Final Plat Certification Criteria

1. The number of proposed lots does not exceed two (2).
2. There are no requirements for additional off-site or on-site Public Improvements;
3. There is no requirement for a TIA at the subdivision stage, as indicated by a Letter of Deferment or Waiver;

Based on the information submitted at the Pre-Development Conference, the Director of Planning & Development Services, and the Director of Transportation will determine if additional public improvements or a TIA will be required.

MINOR SUBDIVISION FINAL PLAT CERTIFICATION FORM

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

The undersigned do hereby certify that the proposed

_____ Subdivision/ Addition

consisting of _____ acres qualifies as a Minor Subdivision in accordance with Section 42 of Chapter 36, Subdivision Ordinance, City of Round Rock Code of Ordinances, 2010 Edition, as amended.

Brad Wiseman, AICP, Director of Planning and Development Services

Date

City of Round Rock Development Contacts

Planning and Development Services Department (PDS)

301 W. Bagdad, Suite 210, Round Rock, TX 78664 512-218-5428 Fax: 512-218-3286
Brad Wiseman, AICP, PDS Director 512-341-3321 bwiseman@roundrocktexas.gov

Planning Division

301 W. Bagdad, Suite 210, Round Rock, TX 78664 512-218-5428 Fax: 512-218-3286
Susan Brennan, AICP, Planning Manager 512-218-5425 sbrennan@roundrocktexas.gov

Platting Application Requirements, Review and Approval Process, Easement Dedications and Vacations, Parkland and Right-of-Way Donations by Deed

Veronica Chandler, Planning Tech 512-341-3320 vchandler@roundrocktexas.gov

Zoning & PUD Applications

Clyde von Rosenberg, AICP, Senior Planner 512-341-3174 cvonrosenberg@roundrocktexas.gov

Development Services Division (DSO)

301 W. Bagdad, Suite 140, Round Rock, TX 78664 512-218-7043 Fax: 512-671-2751
Aneil Naik, Dev. Serv. Manager 512-671-2753 anaik@roundrocktexas.gov

Forestry and Zoning Compliance

David Bost, Senior Planner 512-341-3175 dbost@roundrocktexas.gov
Kamie Fitzgerald, Planner 512-671-2702 kfitzgerald@roundrocktexas.gov

Floodplain & Drainage Requirements, Utilities, and Subdivision Improvements

Laton Carr, PE, Senior Engineer 512-218-3238 lcarr@roundrocktexas.gov
Jeff Brooks, Engineer Associate 512-341-3363 jbrooks@roundrocktexas.gov

Fiscal Posting, Easement Dedication and Construction Plan Close Out

Roxanne Valadez, Planning Tech 512-218-6658 rvaladez@roundrocktexas.gov

Transportation Department

2008 Enterprise Drive, Round Rock, TX 78664 512-218-7044 Fax: 512-218-3242

Transportation Requirements

John Dean, Asst. Director 512-218-6617 jdean@roundrocktexas.gov

Parks and Recreation Department (PAR)

301 W. Bagdad, Suite 250, Round Rock, TX 78664 512-218-5540 Fax: 512-218-5548

Parkland Dedication, Trails, and Forestry in Existing Subdivisions

Katie Baker, Park Development Spc. 512-341-3355 kbaker@roundrocktexas.gov
Emsud Horozovic, Forestry Manager 512-341-3350 ehorozovic@roundrocktexas.gov

Fire Department

203 Commerce Blvd., Round Rock, TX 78664 512-218-5590 Fax: 512-218-5594

Fire Safety in Subdivision Design

Mark Selby, Prevention Division Captain 512-218-6633 selby@roundrocktexas.gov

Utility and Environmental Services Department

2008 Enterprise Drive, Round Rock, TX 78664 512-218-5556 Fax: 512-218-5563

Utility Planning and As-Built Plans

Michael Thane, Director 512-218-3236 mthane@roundrocktexas.gov
David Freireich, Engineering 512-671-2756 dfreireich@roundrocktexas.gov
Jimmy Vrabel, Senior Engineering Tech. 512-218-6604 jvrabel@roundrocktexas.gov
Ryan Beardmore, Senior Engineering Tech. 512-671-2752 rbeardmore@roundrocktexas.gov

City of Round Rock, Texas
2015 - Planning and Zoning Commission Schedule

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

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

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

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

Notes:

* Day of week unless otherwise noted.

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

Minor Subdivision Final Plat Application Requirements

The Applicant shall submit a Minor Subdivision Final Plat application to the Planning Department for approval by the Planning and Zoning Commission that includes the following:

- **Please note that Minor Plat Applications must be submitted in person by the applicant or applicant's agent. Applications submitted by a delivery service will NOT be accepted.**
- **Please note that the Minor Plat application will NOT be considered complete or filed unless all the application requirements are met.**

The Applicant shall submit a Minor Plat application that contains 1 paper and 1 digital copy of the following, unless otherwise noted:

paper pdf

1. Completed **Project Application** (included in the following pages of this packet).
2. **Abstractor's Certificate/Property Owner's Report**, which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's Certificate/Property Owner's Report shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat.
3. **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 - 663.19 which include provisions requiring 1:10,000 + 0.10 feet precision for monuments found or set within the corporate limits of any city in Texas;
4. **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation.
5. **Deed(s)** identifying the owners of the property; Proof of signatory authority for corporations is required.
6. **Aerial photo** - At the same scale as the reproducible drawing;
7. **Letter of Intent for Parkland Dedication** - City-approved **Letter of Intent** (see attached); any required Parkland Dedication fees will be posted with the Parks Department prior to plat recordation;
8. **Floodplain Study Resolved**- Written confirmation from the City of Round Rock Development Services Division that a Floodplain Study is not required or, if required, has been approved;
9. **Phase I Environmental Assessment**, if dedicating parkland - A current assessment according to federal standards;
10. **Utility Service Letter** - Signed and sealed letter from the Applicant's engineer that either A) Describes how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts; **or** B) States there is no change to the existing utility scenario;
11. **Utility Schematics** - Indicate the existing water and wastewater infrastructure; schematics should include existing parcels and streets.
12. **Drainage Schematics** - Indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure; schematics should include existing topography, parcels and streets.

- _____ 13. **Minor Plat** - 5 paper copies with the title of the subdivision appearing on the outside and folded to a 9" x 12" size and 1 paper copy reduced to 11" x 17";
- _____ Signed and sealed by Engineer;
- _____ Signed and sealed by Surveyor;
- _____ If plat is in the ETJ, it must be signed by the FEMA Floodplain Administrator for Williamson County and may require WCCHD approval. (See "Platting in Round Rock's ETJ" in the Reference Section for additional information.);

_____ **13. Digital Files** 1-CD that contains the following:

- a) **Submittal documents (Items 1-13)** - in Adobe Acrobat pdf format.
- b) **Utility Schematics (Item 11)** - AutoCAD file (projectname_utilschem.dwg) of the utility schematics
- c) **Drainage Schematics (Item 12)** - AutoCAD file (projectname_drainschem.dwg) of the drainage schematics
- d) **Minor Plat (Item 13 in one of the following formats:**

_____ 1 file in one of the following formats:

- AutoCAD (projectname_minor.dwg),
- ESRI (projectname_minor.shp), or
- MicroStation (projectname_minor.dgn)

The file shall be georeferenced to the State Plane Grid Coordinate System - Texas Central zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.

_____ 1 file in Adobe Acrobat format (projectname_minor.pdf)

_____ 1 file in Adobe Acrobat format reduced to 11"x17"
(projectname_minor11x17.pdf).

_____ **14. Payment of fees** in accordance with the fee schedule adopted by City Council. See the Reference section of this packet for details. Checks shall be made payable to the City of Round Rock and are based on the following:

Application Fee (base fee)	\$ _____ 300.00
Legal Fee	\$ _____ 100.00
TOTAL	\$ _____ 400.00

Minor Subdivision Final Plat Content *(must be shown on Plat)*

1. Unique subdivision name.
2. All text, line work and hatching shall be legible.
3. North arrow on plat schematic
4. Schematic drawn at a scale 1" = 100'
5. Scale bar and numeric scale
6. The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE : Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential or industrial or mixed use.
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential or industrial or mixed use."
7. Location map with north arrow
8. Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
9. A legend with all acronyms, line work and hatching defined.
10. Boundary survey with bearings and distances; boundary shown in solid bold lines
11. Point of beginning labeled on plat and described in a metes and bounds description
12. Tie across adjacent streets to determine right-of-way width(s), with at last one end of the tie on the subject property.
13. Monumentation (review Monuments and Control Points Requirements packet)
14. Dashed lines showing:
 - a) Adjacent subdivision lots (preliminary plat, final plat or recorded plat), with the name of the subdivision; and
 - b) Adjacent unplatted property with names of landowners and acreage of property."
15. Dashed lines showing adjacent streets, onsite and offsite easements.
16. Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan, as amended.
17. Label all ROW widths; include complete curve and line data in a table, if applicable.
18. Streets: street names must be continuous from any adjacent subdivisions .
19. Lot and block lines
20. Numbers on all proposed lots and letters on proposed blocks
21. Dimensions for front, rear, and side lot lines

22. Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
23. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
24. Existing easements
 - a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents shall be provided.
25. Proposed easements:
 - a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
 - b) Provide bearing and distance calls for all proposed easements and label as "Hereby Dedicated"
 - c) The beneficiary of the easement must be included in the easement label.
 - d) All drainage easements shall be labeled as "drainage and storm sewer easements".
 - e) If a drainage easement exists or is proposed, the following note shall be added to the plat: "No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon."
26. Depiction of the ultimate 4% annual chance floodplain and ultimate 1% annual chance floodplain, with unique line types.
27. One or both of the following notes shall be added to the plat as applicable:
 - a) If the ultimate 1% annual chance floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:
"No portion of this tract is encroached by the ultimate 1% annual chance floodplain."
 - b) If the ultimate 1% annual chance floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:
"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 1% annual chance floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."
28. Depiction of Zone A & AE FEMA floodplain with hatching or shading, as defined in the legend.
29. One of the following notes shall be listed on the plat:
 - a) "No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual chance floodplain as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number

_____, effective date _____, for _____ County, Texas.”

OR

b) “A portion of this tract is encroached by a special flood hazard areas inundated by the 1% annual chance floodplain as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for _____ County, Texas.”

30. All drainage easements and required off-site extensions shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:

“No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.”

31. A plat note stating: “Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Section 121 of Chapter 36).”

32. A plat note stating: “Building setbacks shall be in accordance with Chapter 46, Zoning, Code of Ordinances, City of Round Rock, Texas, 2010, as amended.”

33. A plat note stating: “Sidewalks shall be constructed in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010, as amended, and with the Design and Construction Standards.”

34. A plat note stating: “A ten foot (10') PUE and sidewalk easement abutting and along the street side property line is hereby dedicated for all street side property lots shown hereon.”

35. If applicable, a plat note stating: A fifteen foot (15') PUE and a ten foot (10') sidewalk easement abutting and along the street side property line is hereby dedicated for all lots abutting IH35 and SH45.”

36. If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010, as amended.

37. ___ Signed and sealed surveyor’s certification.

38. ___ Signed and sealed engineer’s certification.

39. Current and complete ownership dedication statement(s) with lien holder approval, if applicable and all appropriate signature blocks. Proof of signatory authority for corporations is required.

Note: Signature blocks will vary. (see attached examples.)



Project Application (Page 1 of 2)

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

A. Project Information *please complete all items*

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation (<u>circle one</u> : plat, |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | easement or building line) |
| <input type="checkbox"/> PUD | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Donation |

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

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

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

Applicant's Signature

Applicant's role: Owner Developer Other: _____

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

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Staff Use Only Application No: _____ Date: _____



Project Application (Page 2 of 2)

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

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

I. Property Owner(s)

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

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

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

III. Developer

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

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

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Signature Blocks for Corporate Entity

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain ____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[signature]
[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas
Printed Name: _____
My Commission Expires:

Signature Blocks for Corporate Entity

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain ____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas
Printed Name:
My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien holder)
By:
_____, its _____
(Typed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, _____.

Notary Public, State of Texas
Printed Name:
My Commission Expires:

Signature Blocks for Natural Persons

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20 ____,
by _____ .

Notary Public, State of Texas

Printed Name: _____

My Commission Expires:

Signature Blocks for Natural Persons

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public be known as _____ subdivision.

[signature]
[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,
By _____ .

Notary Public, State of Texas

Printed Name: _____

My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

[Name of Lien holder]

By: _____, its _____

[Typed Name]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,
by _____ .

Notary Public, State of Texas

Printed Name:

My Commission Expires:

City of Round Rock Certification & Signature Block
(for Plats in *Williamson County*)

Approved this _____ day of _____, 201__, by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

David Pavliska, Chairman

City of Round Rock Certification & Signature Block
(for Plats in *Travis County*)

Approved this _____ day of _____, 201__, by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Travis County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

David Pavliska, Chairman

County Clerk Signature Block
(for Plats in *Williamson County*)

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

THAT I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATION OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ___ DAY OF _____ A.D., 201___, AT ___ O'CLOCK ___ M. AND

DULY RECORDED ON THE ___ DAY OF _____, A.D., 201___ AT ___ O'CLOCK ___ M. IN THE PLAT RECORDS OF SAID COUNTY, IN DOCUMENT NO. _____.

WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST ABOVE WRITTEN.

NANCY RISTER, CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

BY: _____
DEPUTY

County Clerk Signature Block
(for Plats in *Travis County*)

STATE OF TEXAS §
COUNTY OF TRAVIS §

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20___, A.D. AT _____ O'CLOCK ___M., DULY RECORDED ON THE _____ DAY OF _____, 20___, A.D. AT _____ O'CLOCK ___M., OF SAID COUNTY AND STATE IN DOCUMENT NUMBER _____ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS _____ DAY OF _____, 20___, A.D.

DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

DEPUTY

**Certificate, Signature, and Seal of the
Licensed Surveyor who Prepared the Plat**

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, 2010 Edition as amended.

Signature and Seal of Licensed Surveyor

Date

**Certificate, Signature, and Seal of a
Registered Professional Engineer**

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that the information contained on this plat complies with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, 2010 Edition as amended, and the Design and Construction Standards adopted by the City of Round Rock, Texas.

Signature and Seal of Licensed Engineer

Date



Letter of Intent for Mandatory Parkland Dedication

Parks & Recreation Department (PARD) 512-218-5540
Planning & Development Services Department (PDS) 512-218-5428

Project name: _____

Submission level: Concept Plan Preliminary Plat Final Plat

Project acreage: _____ (Proposed) Zoning: _____

Parkland Contribution

Parkland contribution requirements are given in the Code of Ordinances Sections 36-72 through 36-80, available online at https://www.municode.com/library/tx/round_rock. For further information regarding parkland dedication, contact Park Development Spc. Katie Baker, 512-341-3355, kbaker@roundrocktexas.gov.

Park Zone(s) for proposed project (refer to Park Zone map): _____

Number of park acres *required* to be dedicated: _____

Number of park acres *proposed* to be dedicated: _____

Proposed park Improvements (list):

AND / OR

Amount required for Fee in Lieu of Parkland Conveyance: \$ _____

Property owner or authorized agent

Signature: _____

Printed Name: _____ Date: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Approval of Intent

Park Development Manager _____ Date _____

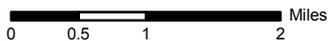
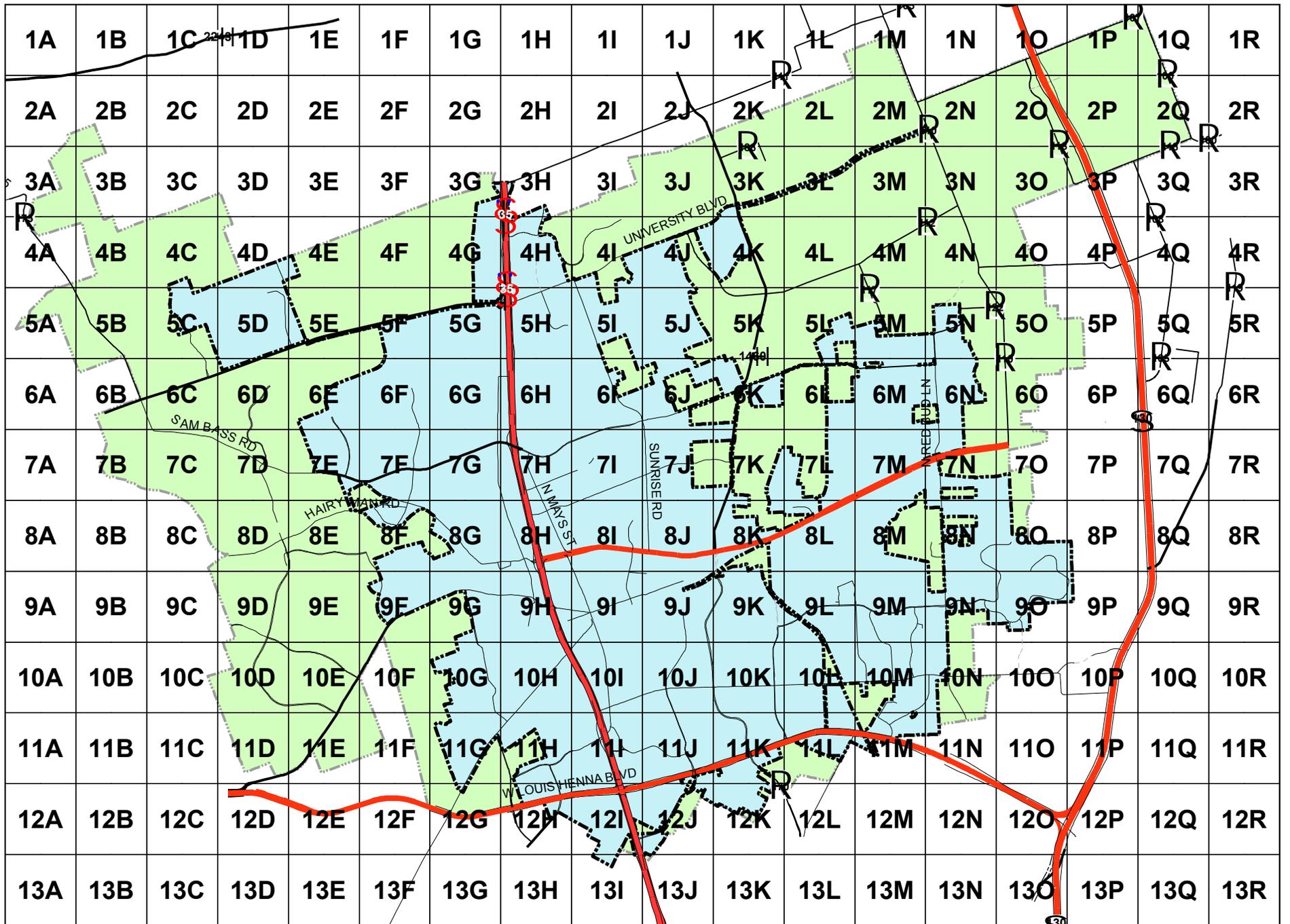


Exhibit A - Park Zones

385.15 acres per zone