



# Subdivision Development Preliminary Plat Application Information & Procedures

*Copies of this and other Development Packet Chapters are available online at:  
[www.roundrocktexas.gov/land-development-permit](http://www.roundrocktexas.gov/land-development-permit)*

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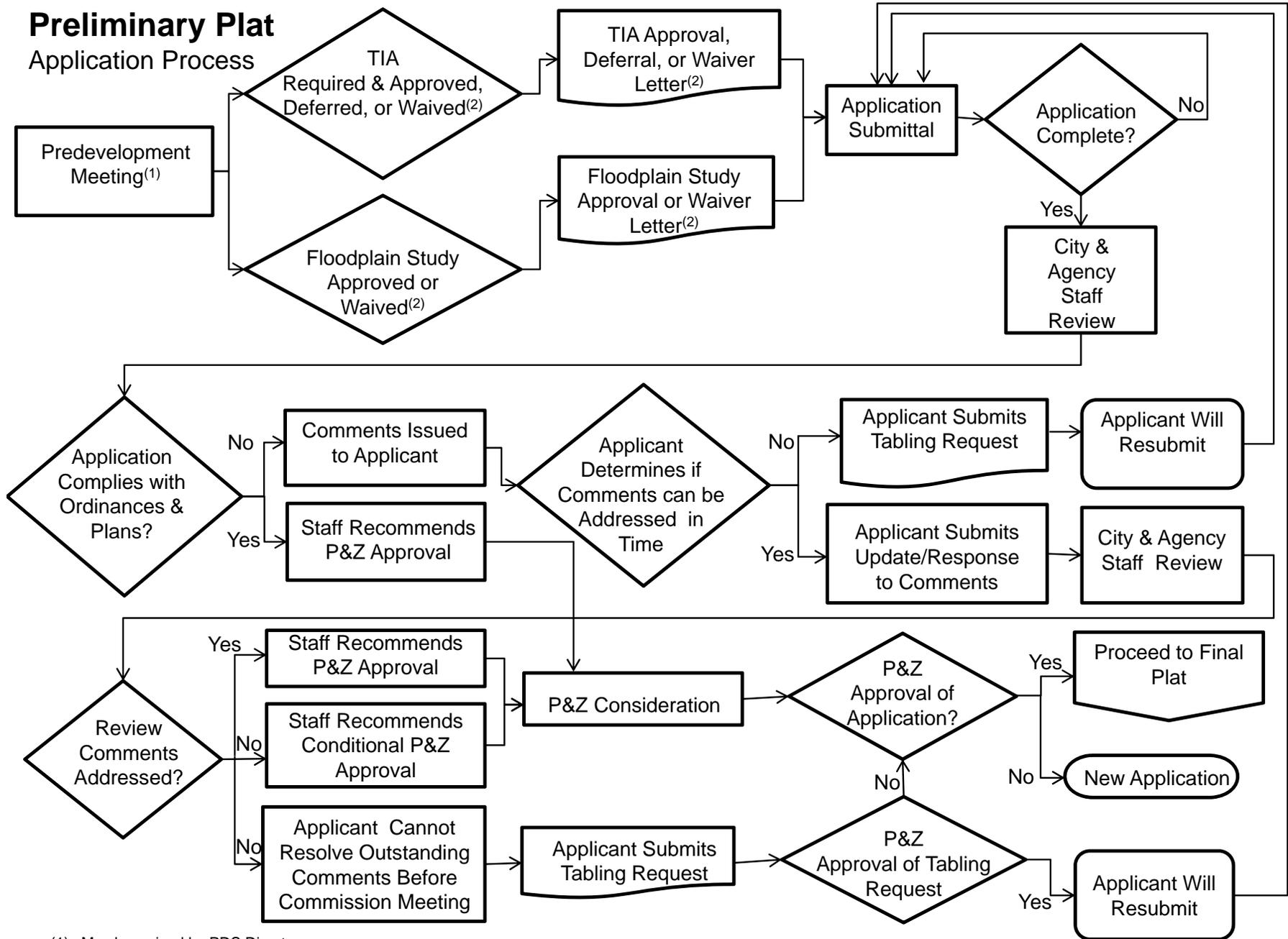
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**Planning and Development Services Department  
City of Round Rock, Texas**

Updated February 2015

# Preliminary Plat

## Application Process



(1) May be waived by PDS Director

(2) May have been addressed at Concept Plan stage

# **Preliminary Subdivision Plat**

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This section of the Development Packet consists of information and required forms for Subdivision Preliminary Plats.

The purpose of a Preliminary Plat is to present a detailed layout of the proposed subdivision in order to facilitate review by the Planning and Zoning Commission of the proposal's street and drainage systems, easements, utilities, building lots, and other lots, including parkland.

The Applicant shall submit a Preliminary Plat application to PDS for approval by the Planning and Zoning Commission. The Preliminary Plat shall conform with the approved Concept Plan. If the Concept Plan was approved with conditions, all conditions shall be satisfied prior to the submittal of a Preliminary Plat application.

If the Preliminary Plat does not conform to the approved Concept Plan, a new or revised Concept Plan shall be submitted in conjunction with the Preliminary Plat. Dependent on the changes proposed with the Concept Plan, public notice and a public hearing may be required.

If an approved Planned Unit Development (PUD) is to serve as the Concept Plan for a proposal, the PUD must clearly state this is the case. If the Preliminary Plat does not conform to the approved PUD, a new or revised PUD shall be submitted in conjunction with the Preliminary Plat. Dependent on the changes proposed, public notice and a public hearing may be required for the PUD amendment.

If the proposed subdivision is outside City Limits and annexation is not proposed, please review the Platting in the ETJ Chapter for additional County requirements.

## **Preliminary Plat Review Process**

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

The Applicant typically has one 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. Preliminary 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 Preliminary Plat must be satisfied prior to submittal of an associated Final Plat, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

Approved Preliminary Plats shall expire after three years unless a Final Plat for a portion of the Preliminary Plat has been approved and recorded, in which case the Preliminary Plat is extended three additional years from the date each additional final plat is recorded. If a Preliminary Plat expires, the associated Concept Plan shall also be deemed expired. Major revisions to a Preliminary Plat (see subsection 36-40(f)) require approval by the Planning and Zoning Commission and shall extend the Preliminary Plat for three (3) years from the date of Commission approval. A minor revision to a Preliminary Plat, that is administratively approved, does not extend the expiration date beyond the three (3) years from the original date of approval by the Planning and Zoning Commission, extensions for recorded Final Plats notwithstanding.

## **Deadlines and Meeting Dates**

Applications for Preliminary Plats (whether original or revised) 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 1<sup>st</sup>. and 3<sup>rd</sup>. Tuesday of each month. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at

<https://roundrock.legistar.com/Calendar.aspx>

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, & Other Requirements**

This section 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](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 shall have been addressed at the Concept Plan stage. For additional information, contact John Dean (218-6617), Katie Baker (341-3355), or David Bost (341-3175), respectively.

# Pre-Development Conference

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Prior to submitting a Concept Plan application, the Applicant must schedule a pre-development conference with PDS to discuss the proposed development. A checklist for the pre-development conference is included in this section and is available online at:

<http://www.roundrocktexas.gov/main/wp-content/uploads/2015/01/Presubmittal-Meeting-Request-Form.pdf>

Please contact PDS (512) 218-7043 to schedule a pre-development conference for platting. Please forward items noted on the checklist to PDS five days in advance of the scheduled conference to allow time for staff review and any associated research.

During or after the Pre-development Conference and before submitting an application, the Applicant must verify the deadline for filing an application with Planning and Development Services (PDS) and the date of the Planning and Zoning Commission meeting.

## Pre-Development Conference Checklist

The Applicant must attend a Predevelopment Conference prior to the filing of an application for review of a Preliminary Plat.

The Applicant must provide five copies of a subdivision sketch or plan to PDS staff five business days before the intended meeting date to allow time for staff review. Specifics of the sketch include:

1. Subdivision Sketch (Schematic);
  - 5 drawn at a scale of 1" = 100' if less than 100 ac. or 1" = 200' if greater than 100 acres; and
  - 1 schematic reduced to 11" x 17"
2. Alternately, a pdf format file of the schematics may be sent via email to PDS staff.
3. The following items must be shown on the plans:
  - Title of the Project at the top of the page;
  - Owner's name, address, phone number, & fax number;
  - Agent's name, address, phone number & fax number;
  - North arrow;
  - Topographical information;
  - 1% annual chance FEMA floodplain (if applicable) and any significant water features;
  - Streets;
  - Number and size of lots; and
  - Neighboring development or acreage



## Presubmittal Meeting Request Form

**Instructions:** Forward the completed form to Roxanne Valadez via fax (512) 671-2751 or email ([rvaladez@roundrocktexas.gov](mailto: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:

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*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*

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

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

<b>Submittal Day 12 Noon Deadline (Tuesday*)</b>	<b>** Public Notice/Sign Posting Deadline (Monday*)</b>	<b>1st Available P&amp;Z Meeting (Wednesday*)</b>	<b>Target City Council Meeting (Thursday*)</b>
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.

# City of Round Rock Development Contacts

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## **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](mailto: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](mailto: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](mailto:vchandler@roundrocktexas.gov)

### **Zoning & PUD Applications**

Clyde von Rosenberg, AICP, Senior Planner 512-341-3174 [cvonrosenberg@roundrocktexas.gov](mailto: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](mailto:anaik@roundrocktexas.gov)

### **Forestry and Zoning Compliance**

David Bost, Senior Planner 512-341-3175 [dbost@roundrocktexas.gov](mailto:dbost@roundrocktexas.gov)  
Kamie Fitzgerald, Planner 512-671-2702 [kfitzgerald@roundrocktexas.gov](mailto:kfitzgerald@roundrocktexas.gov)

### **Floodplain & Drainage Requirements, Utilities, and Subdivision Improvements**

Laton Carr, PE, Senior Engineer 512-218-3238 [lcarr@roundrocktexas.gov](mailto:lcarr@roundrocktexas.gov)  
Jeff Brooks, Engineer Associate 512-341-3363 [jbrooks@roundrocktexas.gov](mailto:jbrooks@roundrocktexas.gov)

### **Fiscal Posting, Easement Dedication and Construction Plan Close Out**

Roxanne Valadez, Planning Tech 512-218-6658 [rvaladez@roundrocktexas.gov](mailto: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](mailto: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](mailto:kbaker@roundrocktexas.gov)  
Emsud Horozovic, Forestry Manager 512-341-3350 [ehorozovic@roundrocktexas.gov](mailto: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](mailto: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](mailto:mthane@roundrocktexas.gov)  
David Freireich, Engineering 512-671-2756 [dfreireich@roundrocktexas.gov](mailto:dfreireich@roundrocktexas.gov)  
Jimmy Vrabel, Senior Engineering Tech. 512-218-6604 [jvrabel@roundrocktexas.gov](mailto:jvrabel@roundrocktexas.gov)  
Ryan Beardmore, Senior Engineering Tech. 512-671-2752 [rbeardmore@roundrocktexas.gov](mailto:rbeardmore@roundrocktexas.gov)

## Preliminary Plat Application Requirements

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- Please note that Preliminary 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 Preliminary Plat will NOT be considered complete or filed *unless all the application requirements are met.*

The Applicant shall submit a Preliminary 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. Completed **Affidavit of Ownership**;
- \_\_\_ \_\_\_ 3. **Tree Survey (A or B)**:
  - A) \_\_\_ Tree survey, at the same scale as the Preliminary Plat, that identifies the size and location of all protected trees per the requirements of Chapter 43, Tree Preservation, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended. For each copy, the Tree Survey shall be superimposed graphically on the preliminary plat;

**OR**

  - B) \_\_\_ **Partial Tree Survey or Tree Inventory**, as defined in Chapter 43, Tree Preservation, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended; **and**  
\_\_\_ **Letter from the Development Services Manager** approving the submittal of a Partial Tree Survey or Tree Inventory;
- \_\_\_ \_\_\_ 4. **Tree Replacement** - Any required fiscal will be posted with the Development Services Office prior to plat recordation, or prior to subdivision construction plan acceptance.
- \_\_\_ \_\_\_ 5. **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 has been no change to the utility scenario since the previous submittal;
- \_\_\_ \_\_\_ 6. **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;
- \_\_\_ \_\_\_ 7. **TIA Letter** - Written confirmation from the Transportation Director approving, deferring, or waiving a TIA pursuant to the requirements of Chapter 36, Article IV, Section 106 of Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended;

- \_\_\_ \_\_\_ 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. **Letter of Intent for Parkland Dedication** - City approved Letter of Intent (as approved during the Concept Plan; for PUDs that served as a Concept Plan an applicant completed Letter, see attached);
- \_\_\_ \_\_\_ 10. **Phase I Environmental Assessment** - A current assessment according to federal standards, for the dedicated parkland, if acreage is proposed to be dedicated;
- \_\_\_ \_\_\_ 11. Letter from the **Williamson County 911 Addressing Division** indicating street name approval;
- \_\_\_ \_\_\_ 12. **Utility Schematics** - Indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.
- \_\_\_ \_\_\_ 13. **Drainage Schematics** - Indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.
- \_\_\_ \_\_\_ 14. **Preliminary Plat** - 5 paper copies of the Preliminary Plat with the title of the Plat appearing on the outside and folded to a 9" x 12" size and 1 copy at 11" x 17";
- \_\_\_ 15. **Digital Files** 1-CD that contains the following:
  - a) **Submittal documents (Items 1-15)** - in Adobe Acrobat pdf format.
  - b) **Utility Schematics (Item 11)** - AutoCAD file (projectname\_utilschem.dwg) of the utility schematics
  - c) **Drainage Schematics (Item 13)** 1 AutoCAD file (projectname\_drainschem.dwg) of the drainage schematics
  - d) **Preliminary Plat (Item 14) in one of the following formats:**
    - \_\_\_ 1 file in one of the following formats:
      - AutoCAD (projectname\_prelim.dwg),
      - ESRI (projectname\_prelim.shp), or
      - MicroStation (projectname\_prelim.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\_prelim.pdf)
    - \_\_\_ 1 file in Adobe Acrobat format reduced to 11"x17" (projectname\_prelim11x17.pdf).

\_\_\_ 16. **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)		\$ <u>500.00</u>
Lot Fee:	Number of Lots _____ x \$25	\$ _____
Legal Fee		\$ <u>100.00</u>
	<b>TOTAL</b>	\$ _____

## **Preliminary Plat Content** *(must be shown on Plat)*

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1. Unique Subdivision name; title must include the word "Revised" if preliminary plat is changed after Planning Commission acceptance and reference original subdivision if the name has changed.
2. All text, line work and hatching shall 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", "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", "industrial" or "mixed use."
7. Location map with north arrow
8. A legend with all acronyms, line work and hatching defined.
9. Phasing clearly defined if applicable.
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. Survey tie across adjacent streets to determine right-of-way width(s), with at least one tie on the subject property.
13. Monumentation (review Monuments and Control Points Requirements packet)
14. Topographic features with two foot (2') interval contour lines
15. 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.
16. Show two points of vehicular access if the plat contains more than 30 residential lots.
17. Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
18. Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan., as amended.

19. Label all ROW widths; include complete curve and line data if applicable.
20. Street names must be continuous from any adjacent subdivisions.
21. Lot and block lines
22. Numbers on all proposed lots and letters on proposed blocks
23. Dimensions for front, rear, and side lot lines
24. Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size for all lots (square feet) included in the plat
25. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
26. If dedicating parkland to the City of Round Rock, a plat note stating: "Parkland shall be dedicated to the City of Round Rock by separate document prior to the recordation of the Final Plat."
27. 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 (except those dedicated by a recorded plat) shall be provided.
28. 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 dimensions of proposed easements and label as "Proposed". The beneficiary of the easement must be included in the easement label
  - c) If dedicating an easement by a separate instrument, identify the beneficiary of the easement leave and leave a space in the note for the document number.
29. Depiction of the ultimate 4% annual chance floodplain and the ultimate 1% annual chance floodplain with unique line types. 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 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."

30. Show the minimum finished floor elevations (FFE) for all lots adjacent to the floodplain, or a note that all slab elevations shall be a minimum of two feet (2') above the ultimate 1% annual chance floodplain.
31. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend.
32. One of the following notes shall be listed on the plat, as applicable:
  - a) "No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual chance flood 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 special flood hazard areas inundated by the 1% annual chance flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number \_\_\_\_\_, effective date \_\_\_\_\_, for \_\_\_\_\_ County, Texas."
33. 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."
34. 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).
35. Plat note stating: "Building setbacks shall be in accordance with Chapter 46, Zoning, City of Round Rock Code of Ordinances, 2010 Edition, as amended."
36. Plat note stating: "Sidewalks shall be constructed in accordance with Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended, and with the Design and Construction Standards."
37. 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."
38. 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."
39. If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended.
40. Plat note stating:
  - a) "This plat conforms to the Concept Plan approved by the Planning and Zoning Commission on \_\_\_\_\_ [INSERT APPROVAL DATE] \_\_\_\_\_."

**Or:**

  - b) "This Preliminary Plat conforms to the Concept Plan in PUD# \_\_\_\_\_ as approved by the City Council on [INSERT APPROVAL DATE]."



# 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: \_\_\_\_\_



# Affidavit of Ownership for Preliminary Plats

Planning & Development Services Department (PDS) 512-218-5428

**THE STATE OF TEXAS** §

**COUNTY OF WILLIAMSON** §

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is \_\_\_\_\_. I am over the age of eighteen years. \_\_\_\_\_ (the “Owner”, whether one or more) is/are the sole owner(s) of the property described in the plat of the subdivision to be known as \_\_\_\_\_ (the “Subdivision”). I am the Owner or authorized representative of the Owner.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**THE STATE OF TEXAS** §

**COUNTY OF WILLIAMSON** §

BEFORE ME, the undersigned, a notary public in and for said county and state, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

SEAL

My commission expires: \_\_\_\_\_



# 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](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](mailto: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 ManagerDate

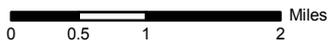
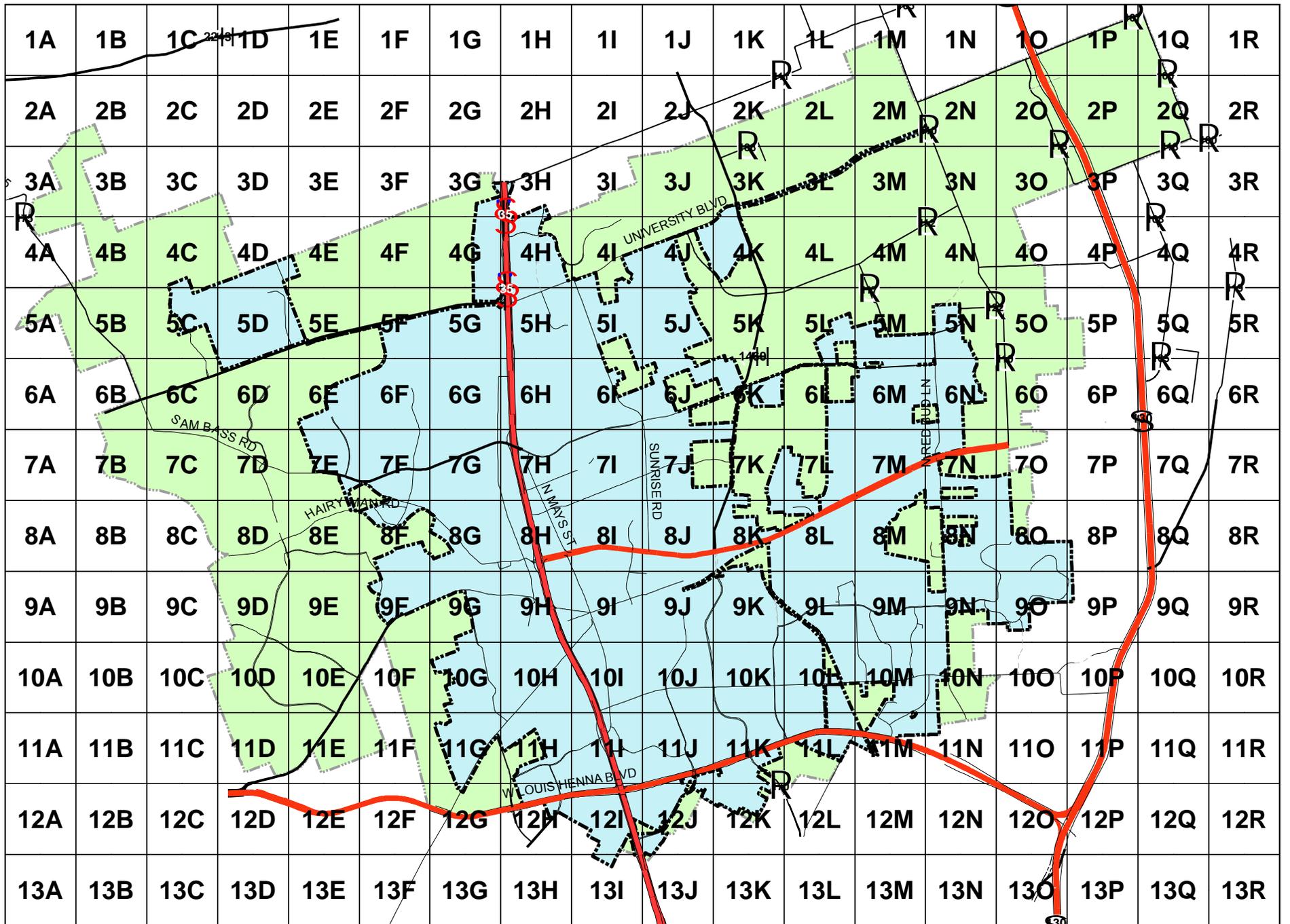


Exhibit A - Park Zones

385.15 acres per zone