Subdivision Replat

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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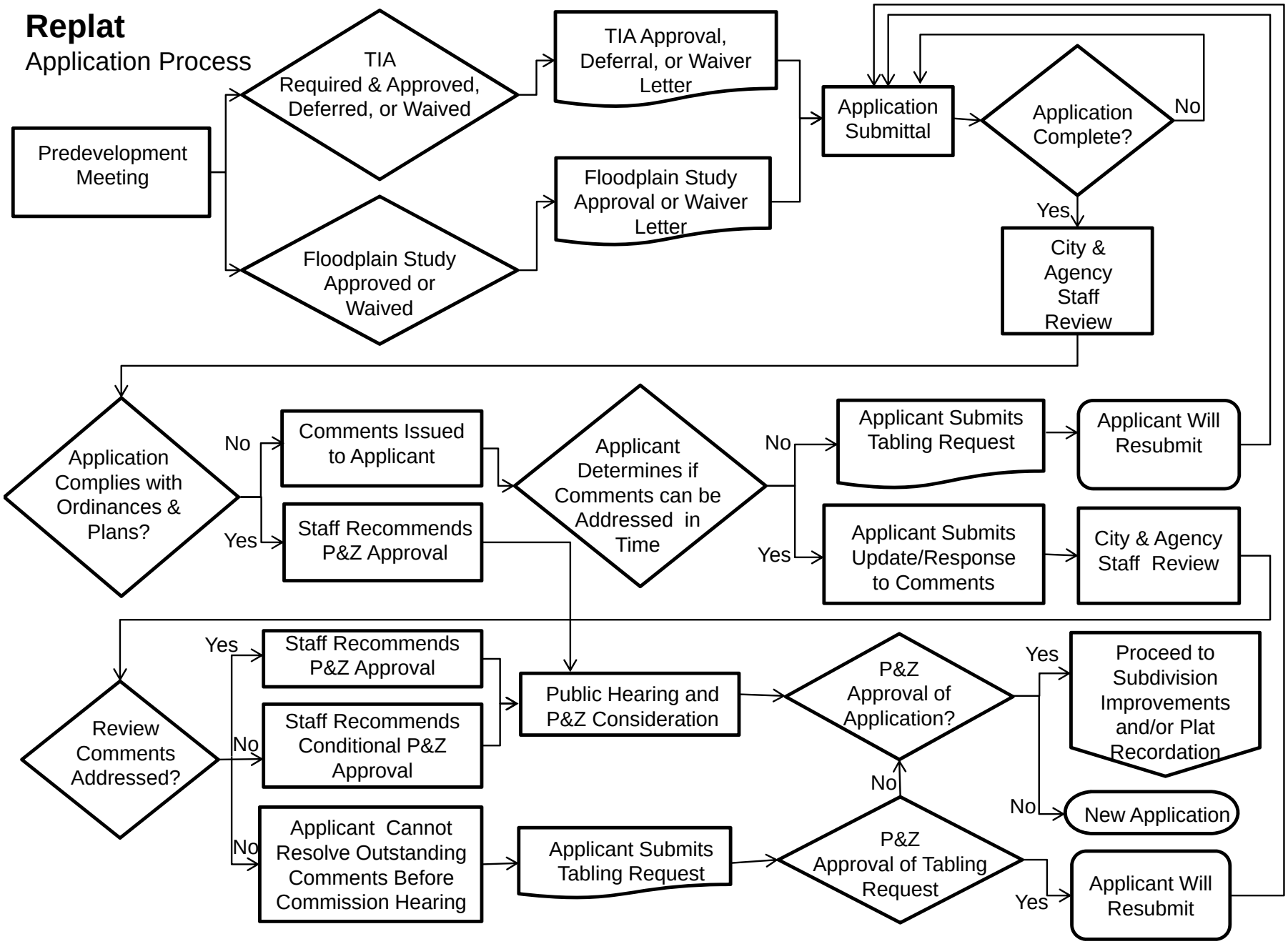
Planning and Development Services Department
City of Round Rock, Texas

Updated February 2015

Replat
Application Process



Replat

This chapter of the Development Packet consists of information and required forms for Replat applications.

The purpose of a Replat is to resubdivide all or part of a recorded plat, without the vacation of the preceding plat, and to allow for a review by the Planning and Zoning Commission.

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.

Replat Review Process

An application is submitted on the Official Filing Date and reviewed for completeness (see attached Replat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Replat 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. Replats 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 Replat must be satisfied prior to recordation, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

Deadlines and Meeting Dates

Applications for Replats 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, & 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:
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/dacs

Pre-Development Meeting

Prior to submitting a Replat application, the Applicant shall schedule a pre-development meeting with PDS to discuss the proposed development, unless the conference is waived by the Director of PDS. A pre-development meeting request form is posted 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 meeting for platting. Please forward items noted on the checklist to PDS well in advance of the scheduled meeting to allow time for staff review and any associated research.

ROUND ROCK TEXAS
PLANNING AND DEVELOPMENT SERVICES

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

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 (PARD)

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.

Approved 10-14-2014
Revised 10-20-2014

Replat Application Requirements

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

The Applicant shall submit a Replat 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. **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;

____ ___ 3. **Abstractor's Certificate/Property Owner's Report** - Shall state the names and addresses of all current owners and current lien holders of the property described in the Final 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;

____ ___ 4. **Deed(s)** - Identifying the owners of the property; Proof of signatory authority for corporations is required.

____ ___ 5. **Tree Replacement –** Any required fiscal will be posted with the Development Services Office prior to plat recordation, or prior to subdivision construction plan acceptance.

____ ___ 6. **Utility Service Letter –** Signed and sealed letter from the Applicant's engineer describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts;

____ ___ 7. **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;

____ ___ 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. **TIA Letter** - Written confirmation from the Transportation Department approving, deferring, or waiving a TIA pursuant to the requirements of Section 106 of Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended, (see the "TIA" section of this packet for additional information);

____ ___ 10. If the Recorded plat (that the proposed Replat will replace) was recorded prior to **January 5, 2005**, the following materials must be submitted:

a. _____ **Aerial Photo –** 1 copy at the same scale as the reproducible drawing;

b. _____ **Tree Survey (A or B):**

a) _____ Tree survey, at the same scale as the Minor Plat, that identify 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 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 of Approval** from the Development Services Manager approving the submittal of a Partial Tree Survey or Tree Inventory;

____ ___ 11. **Surrounding Property** – List of all property owners within 300 feet of the proposed tract with addresses as recorded on the current tax roll. Provide one set of prepared envelope labels to notify affected property owners at their mailing address;

____ ___ 12. **Location map** – Map showing the subject property with 300 foot line drawn around the subject property with a key referencing the list provided in the above requirement;

____ ___ 13. **Letter of Intent for Parkland Dedication** – *City-approved* Letter of Intent, as approved by the Parks Development Manager, (see the Parkland section of this packet for additional information; a Letter of Intent is also included in the Forms section; any required Parkland Dedication fees will be posted with the Parks Department prior to plat recordation);

____ ___ 14. If the proposed Replat includes abandonment, release or relocation of a utility easement, acknowledgement of approval by utility providers is required. Please use the **Easement Release Form**.

____ ___ 15. **Current recorded plat** - At the same scale as the proposed Replat;

____ ___ 16. **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.

____ ___ 17. **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.

____ ___ 18. **Replat** - 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";

a) _____ Signed and sealed by Engineer;

b) _____ Signed and sealed by Surveyor;

c) _____ 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.);

____ 19. **Digital Files** - 1-CD, that contains the following:

a) **Submittal documents (Items 1-18) –** in Adobe Acrobat pdf format**.**

b) **Utility Schematics (Item 16) -** AutoCAD file (projectname_utilschem.dwg) of the utility schematics

c) **Drainage Schematics (Item 17)** 1 AutoCAD file (projectname_drainschem.dwg) of the drainage schematics

d) **Subdivision Replat (Item 18 in one of the following formats:**

_____ 1 file in one of the following formats:

- AutoCAD (projectname_replat.dwg),
- ESRI (projectname_replat.shp), or
- MicroStation (projectname_replat.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_replat.pdf)

_____ 1 file in Adobe Acrobat format reduced to 11″x17″ (projectname_replat11x17.pdf).

____ 20. **Payment of fees:** In accordance with the fee schedule adopted by City Council (checks shall be made payable to the City of Round Rock and are based on the following):

Application Fee (base fee)	$ 500.00
Lot Fee: Number of Lots _____ x $25	$_____
Legal Fee	$ 100.00
Notification Fee: $1.00 per property owner within 300 feet	
Number to be notified _____ x $1.00	$_____
Public hearing notice published in newspaper	$ 150.00
On-site public hearing signs ____ x $20	$_____
TOTAL	**$**_____

Replat Content (must be shown on Plat)

1. Title of subdivision; must include the word "Replat" and reference original subdivision (lot, block, section or phase as appropriate)
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", "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. 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 least 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. Show two points of vehicular access for plats containing more than 30 residential lots.
20. Lot and block lines
21. Numbers on all proposed lots and letters on proposed blocks
22. Dimensions for front, rear, and side lot lines

23. 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
24. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
25. If dedicating parkland to the City of Round Rock, a plat note stating: "Parkland Dedicated to the City of Round Rock per Document No. _____.
26. 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.
    f) Confirmation is required at the time of submittal.
    g) If existing utility easements are proposed to be released – or are not included in the Replat – confirmation approving the release by utility providers is required, at the time of submittal.
27. 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". 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.
28. Depiction of the ultimate 4% annual chance floodplain and 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 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."
29. 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.
30. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend.
31. 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 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."

32. 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."

33. Plat note stating: Building setbacks shall be in accordance with Chapter 46, Zoning, Code of Ordinances, City of Round Rock, Texas, 2010, as amended.

34. Plat note stating: Sidewalks shall be constructed in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended, as amended, and with the Design and Construction Standards.

35. 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.

36. 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.

37. 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 Edition, as amended.

38. Signed and sealed surveyor's certification.

39. Signed and sealed engineer's certification.

40. Current and complete ownership dedication statement(s) with lien holder approval, if applicable and all appropriate signature blocks. <u>Proof of signatory authority for corporations is required</u>. **Note**: **Signature blocks will vary.** (See examples below)

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

☐ Annexation ☐ Concept Plan ☐ Minor Plat ☐ Vacation (circle one: plat, easement or building line)

☐ Zoning ☐ Preliminary Plat ☐ Replat

☐ PUD ☐ Final Plat ☐ Amended Plat ☐ 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: _____

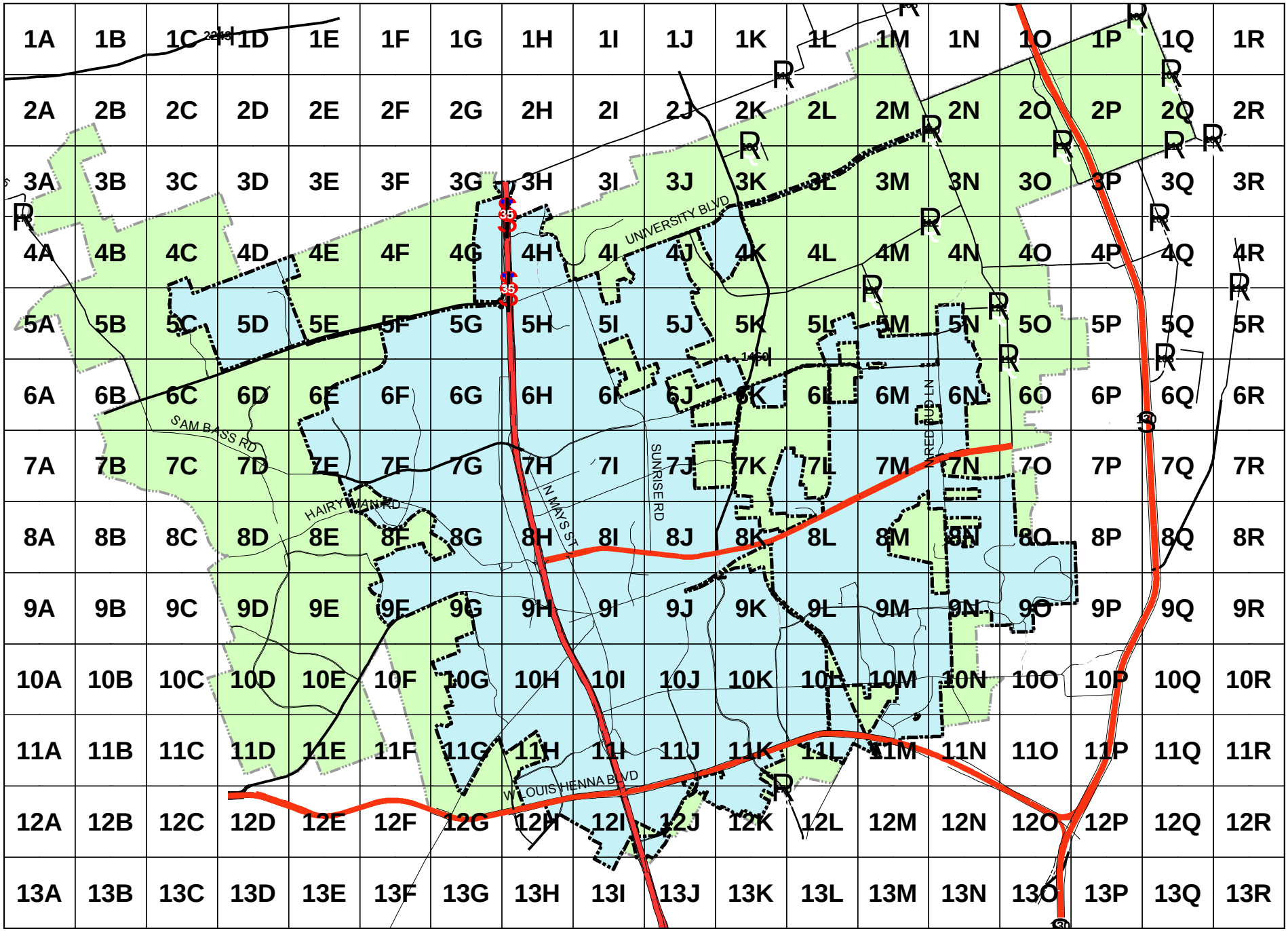
Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Approval of Intent

_____

Park Development Manager Date



Miles
0 0.5 1 2

Exhibit A - Park Zones

385.15 acres per zone

January 2007