Subdivision Development

Donation Deed

Application & Information Packet

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 2016

Donation Deed Application Requirements

- **Please note that Applications may be submitted in person by the applicant or applicant's agent, and may be sent via postal mail.**
- **Please note that the application will not be forwarded for action unless all application requirements have been met.**

DOCUMENT REQUESTED: (Please check one.)

___ Parkland Donation Deed ___ Drainage Lot Donation Deed
___ Right-of-Way Donation Deed ___ Other _____

Please complete the necessary information on the following Project Information Sheet and Project Application and return the completed forms along with the required documents listed below and any applicable EXHIBITS to City of Round Rock Planning Department. Please allow a minimum of for our Legal Department to prepare.

___ A copy of the proposed or recorded Plat showing the area to be conveyed and relevant plat notes, if any. If property is being conveyed by a metes and bounds description, provide the exhibit listed below.

___ In order to verify proof of ownership, a deed will need to be provided showing the current owner of the property being conveyed.

___ If the ownership involves a corporation, a Corporate Resolution giving the officer authorization to convey the property is required. If not a corporation, proof of signatory authority.

___ A Title Policy covering the property to be conveyed for Parkland or Right-of-Way. A Title Policy if requested by legal or when improvements are required by the Development Services Office on Drainage Lot Deeds.

___ An Abstractor's Certificate/Ownership and Lien Certificate no older than 30 days covering the property if a Title Policy is not required.

___ Release of Lien, Partial Release of Lien or other documentation for the lot or tract of land being conveyed in order to remove all encumbrances and cure any defects to title, if any.

*** Note: Before a lot or tract of land is accepted or released by the City, the lot must be free and clear of all encumbrances. ***

___ Exhibits -- Field notes and sketch providing legal description of the property being conveyed if the property has not been platted.

____ 1 CD containing **Digital Field Notes and Sketch** matching the original paper field notes. Provide versions in the following formats:

Adobe Acrobat Reader (.pdf)
AutoCad (.dwg)

Note: Files 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, State Plane or Latitude/Longitude. 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.

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, Plat Recordation, Easement Dedications and Vacations, Parkland and Right-of-Way Donations by Deed

David Fowler, Senior Planner 512-218-5429 dfowler@roundrocktexas.gov
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

Gerald Pohlmeyer, CIP Program Mgr. 512-218-5589 gpohlmeyer@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 Mgr. 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

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: _____

Donation Deed

Project Information Sheet

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

Project Name: _____

Subdivision Name: _____

Deed Information

Name of owner/officer signing deed: _____

County of residence: _____

Property & Legal Description

Address: _____

Tax Appraisal Dist. ID# (s): _____

Subdivision: _____

Phase: _____ Section: _____

Block: _____ Lot: _____

Cabinet/Slide or Document #: _____

- OR -

Survey Name & Abstract #: _____

To be donated: Square feet: _____ Acres: _____

Owner Information

Name: _____ Title: _____

Firm name (if applicable); _____

Firm address: _____

Ph: _____ Fax: _____ Email: _____

Applicant's Contact Information

Name: _____ Title: _____

Firm name (if applicable); _____

Firm address: _____

Ph: _____ Fax: _____ Email: _____

City of Round Rock Information

Council or P&Z Date (if applicable): _____

Staff person requesting deed _____

Staff person phone #: _____