



# Subdivision Development Plat Vacation

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

Updated February 2016

# Plat Vacation

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The Applicant shall submit a Plat Vacation application to the Planning and Development Services Department (PDS) for approval by the Planning & Zoning Commission as permitted and in compliance with Section 212.013 of the Texas Local Government Code, as amended. The purpose of a Plat Vacation is to nullify a portion or the entire previously recorded plat.

## Plat Vacation Application Requirements

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The Applicant shall submit a plat vacation application that includes all of the following:

- \_\_\_\_\_ Signed and Completed **Project Application** (included in this packet)
- \_\_\_\_\_ A **letter** from the Applicant to the PDS Director explaining the reason for the vacation
- \_\_\_\_\_ A copy of the property deed, which identifies the owner of the property. If applicant is not the owner, then a letter granting the owner's permission to apply for the vacation is required
- \_\_\_\_\_ An **Abstractor's Certificate/Ownership and Lien Certificate** which shall state the names and addresses of all current owners and lien holders of the property described in the vacating plat. The Abstractor's Certificate/Ownership and Lien Certificate shall be dated no earlier than thirty (30) days prior to the submission of the plat vacation application
- \_\_\_\_\_ Completed, signed and acknowledged **plat vacation request(s) and approval(s)** from all utility providers and the signature of the Development Services Manager if public rights-of-way or easements are being vacated and the signatures of any additional entities authorized to use the easement (see "Forms" section)
- \_\_\_\_\_ **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	\$500.00
Legal Fee	\$100.00
<hr/>	<hr/>
TOTAL	\$600.00

- \_\_\_\_\_ 2 copies of the **recorded plat** reduced to 8 1/2" x 11" inch letter size (per county requirements)
- \_\_\_\_\_ Digital Versions - in Adobe Acrobat pdf format - of the Above Requirements
  - \_\_\_\_\_ Plat vacation request(s) and approval(s)
  - \_\_\_\_\_ Copy of the recorded plat
  - \_\_\_\_\_ Copy of the deed and abstractor's certificate

### PLEASE NOTE:

A vacation of plat is not guaranteed. If one of the utility providers refuses to grant the vacation, then you may, at your own expense, attempt to negotiate with the utility company.

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

David Fowler, Senior Planner 512-218-5429 [dfowler@roundrocktexas.gov](mailto:dfowler@roundrocktexas.gov)  
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**

Gerald Pohlmeyer, CIP Program Mgr. 512-218-5589 [gpohlmeyer@roundrocktexas.gov](mailto:gpohlmeyer@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 Mgr. 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)



# 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

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, easement or building line) |
| <input type="checkbox"/> Zoning     | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat       |  |
| <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

### I. Property Owner

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: \_\_\_\_\_

## TEMPLATE: Plat Vacation Request

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*Return Completed and Signed Form to the  
CoRR Planning and Development Services Department  
301 W. Bagdad Ave, Suite 210, Round Rock, TX 78664*

*Date*

Chair  
Planning & Zoning Commission  
City of Round Rock, Texas  
221 E. Main Street  
Round Rock, Texas 78664

RE: Proposed vacation of  [PLAT NAME]  pursuant to Section 212.013 of the Texas Local government Code.

Dear Chairman Pavliska,

The purpose of this request is to vacate  [PLAT NAME] . After a thorough examination, the respective suppliers of utility services have no objection to this vacation and understand that the vacation of this plat vacates the subdivision in its entirety including all lots, easements and rights-of-way, and have indicated their agreement by signing below. Thank you for considering this request.

Sincerely,

\_\_\_\_\_  
*Applicant*  
*(Phone Number)*

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***I have reviewed the above proposal for utility service purposes and street rights-of-way requirements and I have no objections to the vacation of the entire plat including easements and rights-of-way.***

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Name	Phone
Oncor	
Round Rock District	

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Name	Phone
AT&T (formerly SBC)	

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Name	Phone
ATMOS Energy	
Round Rock District	

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Name	Phone
Time Warner Cable	

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Michael Thane, P.E.	512-218-3236
Utility & Environmental Services Director	
City of Round Rock	

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Brad Wiseman, AICP	512-341-3321
PDS Director	
City of Round Rock	

## TEMPLATE: Plat Vacation Release

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THE STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

**VACATION OF SUBDIVISION, TO WIT:**  
**VACATION OF \_\_\_\_\_ [Name of Subdivision] \_\_\_\_\_**  
**RECORDED IN CABINET \_\_\_\_\_, SLIDES \_\_\_\_\_**  
**WILLIAMSON COUNTY, TEXAS**

**WHEREAS,** \_\_\_\_\_ [Name of Owner] \_\_\_\_\_, Owner of \_\_\_\_\_ acres of land out of the \_\_\_\_\_ Survey, Abstract No. \_\_\_\_\_ situated in the City of Round Rock, Texas, did subdivide said \_\_\_\_\_ acres of land to be known as \_\_\_\_\_ [Name of Subdivision] \_\_\_\_\_, and, after obtaining acceptance and approval of said Subdivision Plat by the Planning and Zoning Commission of the City of Round Rock, Texas did file the Plat for record in Cabinet \_\_\_\_\_, Slides \_\_\_\_\_ [or Document Number], of the Plat Records of said Williamson County, Texas, and

**WHEREAS,** \_\_\_\_\_ [Name of Owner] \_\_\_\_\_, gained ownership of all lots within [Name of Subdivision] \_\_\_\_\_, Williamson County, Texas, by virtue of that particular Deed dated \_\_\_\_\_, Document No. \_\_\_\_\_ of the Official Records of Williamson County, Texas, and

**WHEREAS,** \_\_\_\_\_ [Name of Owner] \_\_\_\_\_, being the owner of all lots within the subdivision, now desires to vacate the Subdivision Plat in its entirety; and

**WHEREAS,** the City finds that no actual appropriation of any proposed conveyance shown on said Subdivision Plat by entry, use or improvement which would be disturbed by this vacation has been made, and such vacation is authorized by law, and

**WHEREAS,** on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_, the Planning and Zoning Commission of the City of Round Rock, Texas, at its regular meeting, did approve the vacation of that certain subdivision plat called \_\_\_\_\_ [Name of Subdivision] \_\_\_\_\_, of record in Cabinet \_\_\_\_\_, Slides \_\_\_\_\_ [or Document Number], of the Plat Records of Williamson County upon application thereof by \_\_\_\_\_ [Name of Owner] \_\_\_\_\_, the owner and proprietor of all land covered thereby,  
**NOW THEREFORE**

The Planning and Zoning Commission of the City of Round Rock, Texas does by these presents hereby declare that:

The above recitals are true and correct and that the \_\_\_\_\_ [Name of Subdivision] \_\_\_\_\_, recorded in Cabinet \_\_\_\_\_, Slides \_\_\_\_\_ [or Document Number], of the Plat Records of Williamson County, Texas, to be vacated and canceled.

EXECUTED THIS THE \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

VACATION OF SUBDIVISION: \_\_\_\_\_ [Name of Subdivision] \_\_\_\_\_  
(Page 2)

\_\_\_\_\_  
DAVID PAVLISKA, Chairman  
Planning and Zoning Commission  
City of Round Rock, Texas

\_\_\_\_\_  
ALAN MCGRAW, Mayor  
City of Round Rock, Texas

\_\_\_\_\_  
[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared David Pavliska, known to me to be the person whose name is subscribed to the foregoing instrument as Chairman of the Planning and Zoning Commission of the City of Round Rock, Texas, a municipal corporation, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the \_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Notary Public Signature  
State of Texas

VACATION OF SUBDIVISION: \_\_\_\_\_ [Name of Subdivision] \_\_\_\_\_  
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THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared Alan McGraw, known to me to be the person whose name is subscribed to the foregoing instrument as Mayor of the City of Round Rock, Texas, a municipal corporation, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Notary Public Signature  
State of Texas

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared [Name of Owner] \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
Notary Public Signature  
State of Texas