Subdivision Development
Concept Plan
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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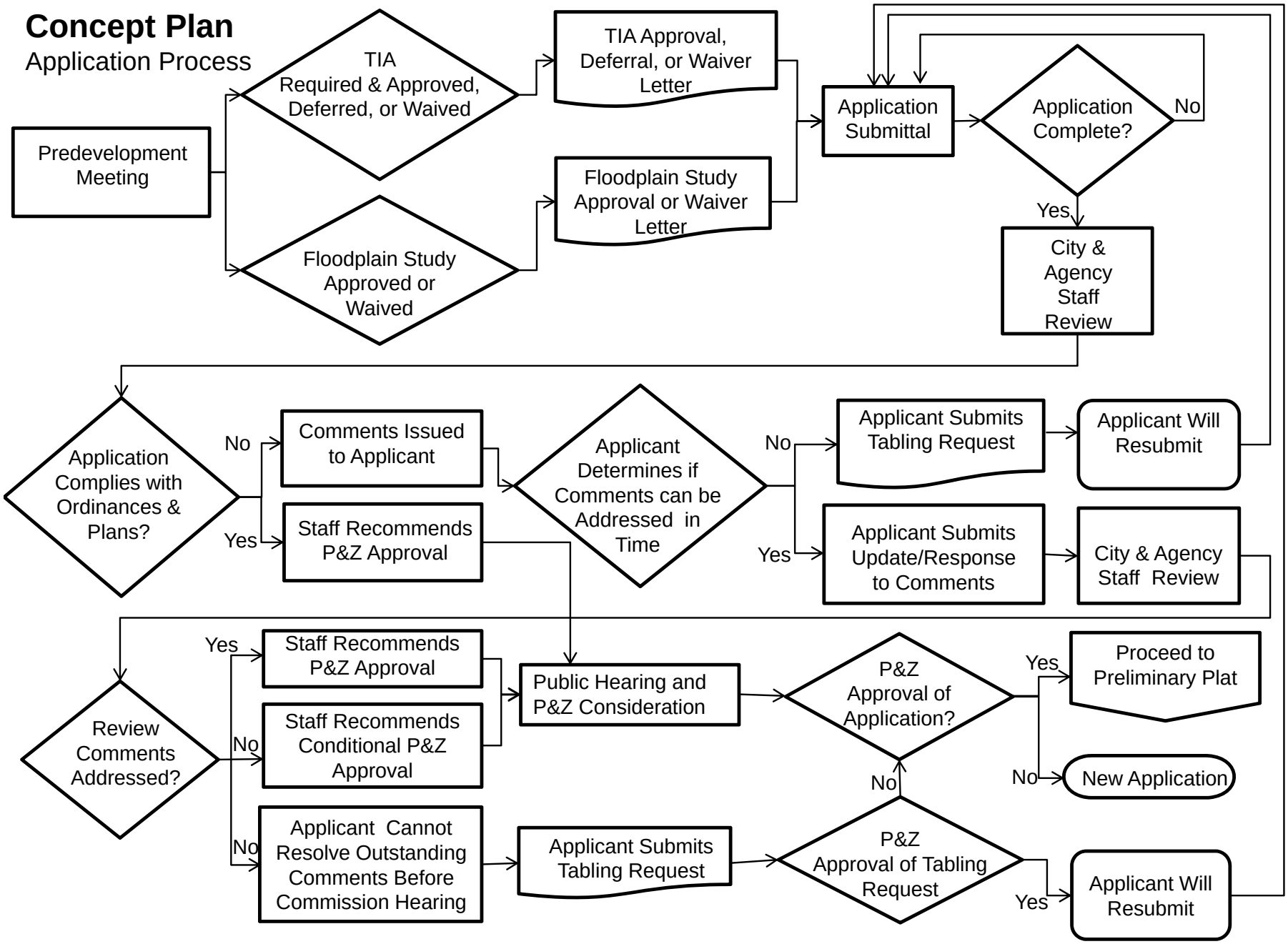
Planning and Development Services Department
City of Round Rock, Texas

Updated October 28, 2016

Concept Plan

Application Process



Subdivision Concept Plan

This section of the Development Packet consists of information and required forms for Subdivision Concept Plan Applications.

The purpose of a Concept Plan is to present a layout of a proposed subdivision or addition. The intent is to facilitate the review of the proposal in accordance with General Plan policies and, where applicable, concurrent review by the Planning and Zoning Commission for original zoning. In addition, the purpose of a Concept Plan is to allow review of availability of utilities, streets, and drainage.

An Applicant must submit a Concept Plan application to Planning and Development Services (PDS) for approval by the Planning and Zoning Commission when the proposed Subdivision or Addition involves multiple lots, extension of utilities, streets, or other public improvements, or is a larger acreage project. A Minor Subdivision does not require the submittal of a Concept Plan and allows the Applicant to proceed directly to Final Plat. Application criteria for this less complex form of subdivision are found in the Minor Subdivision Final Plat section of the Subdivision Packet.

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

Concept Plan Review Process

The initial step in submitting an application is a Pre-development Conference (see below). An application is subsequently submitted on the Official Filing Date and reviewed for completeness (see attached Concept Plan Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Plan 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 plan, 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. Concept plans do not require subsequent City Council approval. If the Plan is accompanied by a request for zoning, the zoning request must be approved by the City Council after it has been considered by the Planning and Zoning Commission.

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 Concept Plan must be satisfied prior to submittal of an associated Preliminary Plat, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

Approved Concept Plans shall expire three years after approval by the Planning and Zoning Commission. If an associated approved Preliminary Plat expires, the Concept Plan shall also be deemed expired.

Deadlines and Meeting Dates

Applications for Concept Plans (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 1st. and 3rd. Tuesday of each month. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this section and is available online at

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

Subdivision Ordinance and Design & Construction Standards

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 Conveyance or Tree Protection Requirements, or the Design and Construction Standards adopted by the City Council. Please review applicable chapters of the Code of Ordinances and adopted Standards prior to application submittal.

The City of Round Rock Code of Ordinances is at:

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

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

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

Traffic Impact Analysis (TIA)

Prior to submission of a Concept Plan the Applicant must contact the City of Round Rock Department of Transportation and ascertain whether a Traffic Impact Analysis (TIA) will be required. On the date of submittal of a Concept Plan application to PDS, one of the following must be included:

1) Correspondence from the City of Round Rock Department of Transportation stating that a Traffic Impact Analysis has been submitted and approved; or
2) Correspondence from the City of Round Rock Department of Transportation stating that a Traffic Impact Analysis has been deferred for this development; or
3) Correspondence from the City of Round Rock Department of Transportation stating that a Traffic Impact Analysis has been waived for this development.

The TIA, if required, shall be prepared in accordance with the City of Round Rock Design and Construction Standards, Section 2 – Traffic Impact Analysis. Please note, prior to the completion of a Traffic Impact Analysis (TIA), the Applicant must first meet with Transportation Department staff to determine an approved scope for the TIA.

Please contact CIP Program Manager Gerald Pohlmeyer (512-218-5589), City of Round Rock Department of Transportation, prior to preparing or submitting a TIA.

The following guidelines should be reviewed prior to preparing the TIA:

- All traffic impact studies and calculations should be made according to **ITE standards**.
- The most recent edition of the ITE Trip Generation text shall be consulted for a Trip Generation average rate.

Parkland Conveyance

The following information is to provide a general overview of parkland conveyance requirements of the Subdivision Ordinance, and must not be interpreted as the Parkland Conveyance Ordinance. Full Parkland Conveyance requirements can be found in Article III, Chapter 36, Subdivisions, of the Code of Ordinances.

The primary purpose of the parkland requirements is to insure that the need for parkland that arises from new development is at least partially satisfied by the Developer of the new development, so that those who generate the need contribute their proportionate share. Accordingly, when new development occurs, a reasonable contribution is to be made for open space for those who live or work in the new development so that they may engage in active and passive recreational activities within or near the new development. In some instances, the need for parks resulting from new development may be addressed most effectively through the development and acquisition of community or regional parks serving several neighborhoods.

It shall be required that a Developer of any Subdivision or Addition set aside and convey to the public sufficient and suitable lands within the Subdivision or Addition for the purpose of parkland or contribute cash in lieu of land conveyance or combination thereof as determined by the Planning and Zoning Commission upon the recommendation of the Parks Director.

The parkland conveyance calculations, general standards of the conveyed parkland, and improvements required can be found in Article III of the Subdivision Ordinance and the Appendix of the Code of Ordinances. As part of the Plat review process, the Parks Director shall make recommendations based upon requirements of the Code to PDS regarding whether or not the Developer has met the requirements of the Parkland Conveyance Ordinance.

Prior to recording the Final Plat, the Developer shall deliver to PDS an executed deed, in a form approved by the City Attorney, conveying parkland shown on the Final Plat as approved by the Planning and Zoning Commission. (see also the Donation Deed Section of the Subdivision Packet).

Parkland Fee in Lieu of Parkland Conveyance

The City may at its option require a parkland fee for all or part of the required parkland conveyance under the circumstances identified under Chapter 36, Article II, Subsection 79 or when the development is a non-residential Subdivision. The Parkland Fees can be found in Appendix A of the Code of Ordinances.

Parkland fees may be used for acquisition and/or development of public parkland or other recreational facilities. Where fees are received in lieu of parkland conveyance in Subdivisions or Additions, the parkland fees collected shall be expended on a neighborhood park within the Park Zone in which the Addition or Subdivision is located or the Park Zones surrounding it, for a total maximum area consisting of nine (9) Park Zones. In the event that there is not a suitable neighborhood park location within the aforesaid Park Zones, then the parkland fees collected shall be expended on the closest community or regional park.

A Letter of Intent for parkland conveyance or fee in lieu of (see attached) is required at the time of Concept Plan application. If you have questions regarding parkland conveyance, please contact Park Development Spc. Katie Baker at 512-341-3355 or kbaker@roundrocktexas.gov .

Park Zones and Fees

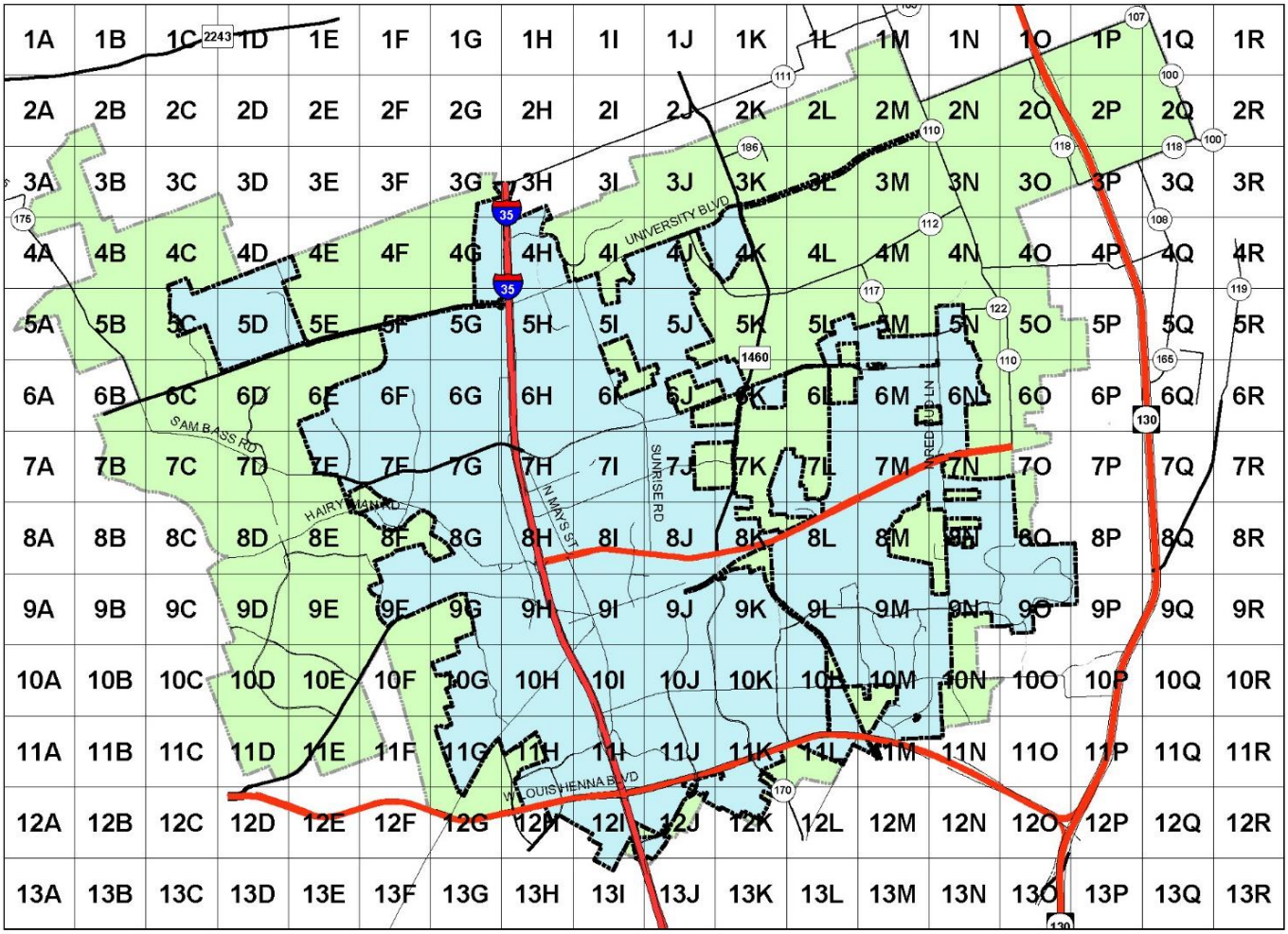


Exhibit A - Park Zones

385.15 acres per zone

January 2007

Parkland fees (residential):	
Single-family (SFR)	$200.00 per acre
Single-family (SF-1)	$1,200.00 per acre
Single-family (SF-2)	$1,600.00 per acre
Two-family (TF)	$2,800.00 per acre
Townhouse (TH)	$3,200.00 per acre
Multifamily (MF-1, MF-2 and MF-3)	$4,000.00 per acre
Senior (SR)	$2,000.00 per acre
Parkland fees (nonresidential)	$800.00 per acre

Floodplain Study Requirement

A floodplain study may be required as part of the development process. If a floodplain study is required, that study must be approved prior to submittal of the Concept Plan application. The requirement of a floodplain study will be determined at the Pre-development Conference.

Pre-Development Conference

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 also 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.

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, Texas

2017 - Planning and Zoning Commission Schedule

(Gray = 2016 and 2018 P&Z meeting schedule)

Submittal Day 12 Noon Deadline (Tuesday*)	** Notice to Round Rock Leader/Sign Posting Deadline	1st Available P&Z Meeting (Wednesday*)	Target City Council Meeting (Thursday*)
Sep 20	Oct 3	Oct 19	Nov 22
Oct 4	Oct 17	11/1/2016 (Tues)	Dec 1
Oct 18	Oct 31	Nov 16	Dec 15
Nov 8	Nov 21	Dec 7	Jan 12
Nov 22	Dec 5	Dec 21	Jan 26
Dec 6	Dec 19	Jan 4	Feb 9
Only 1 meeting in January			
Jan 3	Jan 16	Feb 1	Mar 9
Jan 17	Jan 30	Feb 15	Mar 23
Jan 31	Feb 13	Mar 1	Apr 13
Only 1 meeting in March due to Spring Break			
Mar 7	Mar 20	Apr 5	May 11
Mar 21	Apr 3	Apr 19	May 25
Apr 4	Apr 17	May 3	Jun 8
Apr 18	May 1	May 17	Jun 22
May 9	Jul 3	Jun 7	Jul 13
May 23	Jun 5	Jun 21	Jul 27
Only 1 meeting in July due to the Independence Day Holiday			
Jun 20	Jun 26	Jul 19	Aug 4
Jul 3 (Mon)	Jul 17	Aug 2	Sep 14
Jul 18	Jul 31	Aug 16	Sep 28
Aug 8	Aug 21	Sep 6	Oct 12
Aug 22	Sep 1	Sep 20	Oct 26
Sep 5	Sep 18	Oct 4	Nov 9
Sep 19	Oct 2	Oct 18	Nov 21 (Tues)
Oct 3	Oct 16	Nov 1	Dec 7
Oct 17	Oct 30	Nov 15	Dec 21
Nov 7	Nov 20	Dec 6	Jan 11
Nov 21	Dec 4	Dec 20	Jan 25
Dec 5	Dec 18	Jan 3	Feb 8
Only 1 meeting in January			

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 by PZ 10-05-16

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

Concept Plan Application Requirements

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

The applicant shall submit a Concept Plan application that contains **1 paper and 1 digital (pdf) copy of the following**, unless otherwise noted:

paper pdf

___ ___ 1. Completed **Project Application** (included in this packet);

___ ___ 2. Copy of Pre-Development meeting minutes or documentation of City staff's knowledge of project being submitted.

___ ___ 3. **Aerial Photo –** Photo at the same scale as the Concept Plan;

___ ___ 4. **Location map –** Map showing the subject property with 300 foot line drawn around the property proposed for the Concept Plan with a key referencing the list provided in the above requirement;

___ ___ 5. **Annexation Petition Commitment Letter –** Commitment letter stating that an annexation petition shall be provided upon the request by the Director of PDS. Said petition shall include a metes and bounds description labeled as Exhibit "A" and typed on an 8 ½ " x 11" sheet of paper with an accompanying sketch of the same size and a copy of the deed showing the current owner and labeled as Exhibit "B", if applicable;

___ ___ 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. The letter must include oversize construction and/or off-site requirements, if applicable, and a general discussion on drainage. If service is to be provided a Municipal Utility District (MUD) or other authorized utility provider, a letter certifying the availability of utilities is required;

___ ___ 7. **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;

___ ___ 8. **Letter of Intent for Parkland Conveyance** - Applicant-completed City form (see attached);

___ ___ 9. **TIA Letter –** Written confirmation from the City of Round Rock, Transportation Department approving, deferring, or waiving a TIA pursuant to the requirements of subsection 106 of Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010 edition, as amended;

___ ___ 10. **Tree Survey** - Letter confirming that a Tree Survey prepared by a registered professional land surveyor (RPLS) will be conducted, or requesting to use a Tree Inventory or a Partial Tree Survey in lieu of a Tree Survey, as defined in Chapter 43, Tree Preservation, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended;

___ ___ 11. **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;

___ ___ 12. **Utility Schematics** - Indicating 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** - Indicating 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. **Concept Plan –** 5 full-size copies of the Concept Plan, folded to 9" x 12" with the title appearing on the outside, and one copy reduced to 11" x 17";

___ 15. **Digital Files** 1-CD that contains the following:

a) **Submittal documents (Items 1-13) –** in Adobe Acrobat pdf format**.**

b) **Utility Schematics (Item 11) -** AutoCAD file (projectname_utilschem.dwg) of the utility schematics

c) **Drainage Schematics (Item 12)** 1 AutoCAD file (projectname_drainschem.dwg) of the drainage schematics

d) **Concept Plan (Item 13) in one of the following formats:**

_____ 1 file in one of the following formats:

- AutoCAD (projectname_concept.dwg),
- ESRI (projectname_concept.shp), or
- MicroStation (projectname_concept.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_concept.pdf)

_____ 1 file in Adobe Acrobat format reduced to 11"x17" (projectname_concept11x17.pdf).

___ 16. **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 Fees:	
Number to be notified _____ x $1.00	$_____
Public hearing notice published in newspaper	$ 150.00
On-site public hearing signs _____ x $20	$_____
TOTAL	**$**_____

Concept Plan Content *(must be shown on Plan)*

1. Unique Subdivision name; title must include the word "Revised" if concept plan has changed after Planning & Zoning Commission approval.
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 must 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 non-zoning terms. Do not use commercial, residential, industrial or mixed use.)
   PATENT SURVEY:
   ENGINEER:
   NUMBER OF LOTS BY TYPE: (Use ROW, Open Space, Development or other non-zoning terms. 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. Lot and block lines
12. Lot table listing lot label and size (square feet) of all residential lots
13. 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.
    c) Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
14. Dashed lines showing adjacent streets, onsite and offsite easements.
15. Show two points of vehicular access for plats containing more than 29 dwelling units.
16. If applicable, the following note shall appear: "A second point of access, meeting all criteria of the most recently adopted Fire Code, as amended, shall be required on all plats of residential subdivisions containing greater than 29 dwelling units."
17. Street layout and right-of-way must reflect the City of Round Rock Transportation Master Plan, as amended. Individual roadways must be identified.

18. Label all Right-of-Way widths; Include complete curve and line data in a table, if applicable.

19. All proposed streets must have identifying labels, but do not need to be formally named. (e.g. Street A, Street B, etc.)

20. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area listed in acres.

21. Existing easements:

    a) All existing easements encumbering the property must 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 must be referenced in a note on the plan.

    e) Copies of all existing easement documents (except those conveyed by a recorded plat) must be provided.

22. Proposed easements:

    a) All proposed onsite and offsite easements must be depicted, with the exception of PUEs that will abut right-of-way.

    b) Provide dimensions of proposed easements and label as "Proposed"; the beneficiary of the easement must be included in the easement label.

    c) If conveying an easement by a separate instrument, identify the beneficiary of the easement and leave a space in the note for the document number.

23. The following note shall appear on the Concept Plan: "A ten foot (10') PUE and sidewalk easement abutting and along the street side property line shall be conveyed for all street side property lots shown hereon."

24. 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 shall be conveyed for all lots abutting IH35 or SH45.

25. 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 must 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 must 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."

26. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend. One of the following notes must be listed on the plat:

    a) "No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual chance floodplain as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for _____ County, Texas."

or,

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

27. If applicable, include a plat note that states: "The minimum finished floor elevations (FFE) for all lots and building slabs adjacent to the floodplain shall be a minimum of two feet (2') above the ultimate 1% annual chance floodplain."

28. All drainage easements and required off-site extensions must be labeled as "drainage and storm sewer easements".

29. If a drainage easement exists or is proposed, the following note must be added to the plat:

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

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: _____

Letter of Intent

for Mandatory Parkland Conveyance

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 conveyance, contact Park Development Mgr. 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 conveyed: _____

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

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