Subdivision Development

Preliminary Plat

Application Information & Procedures

Copies of this and other Development Packet Chapters are available online at:
www.roundrocktexas.gov/land-development-permit

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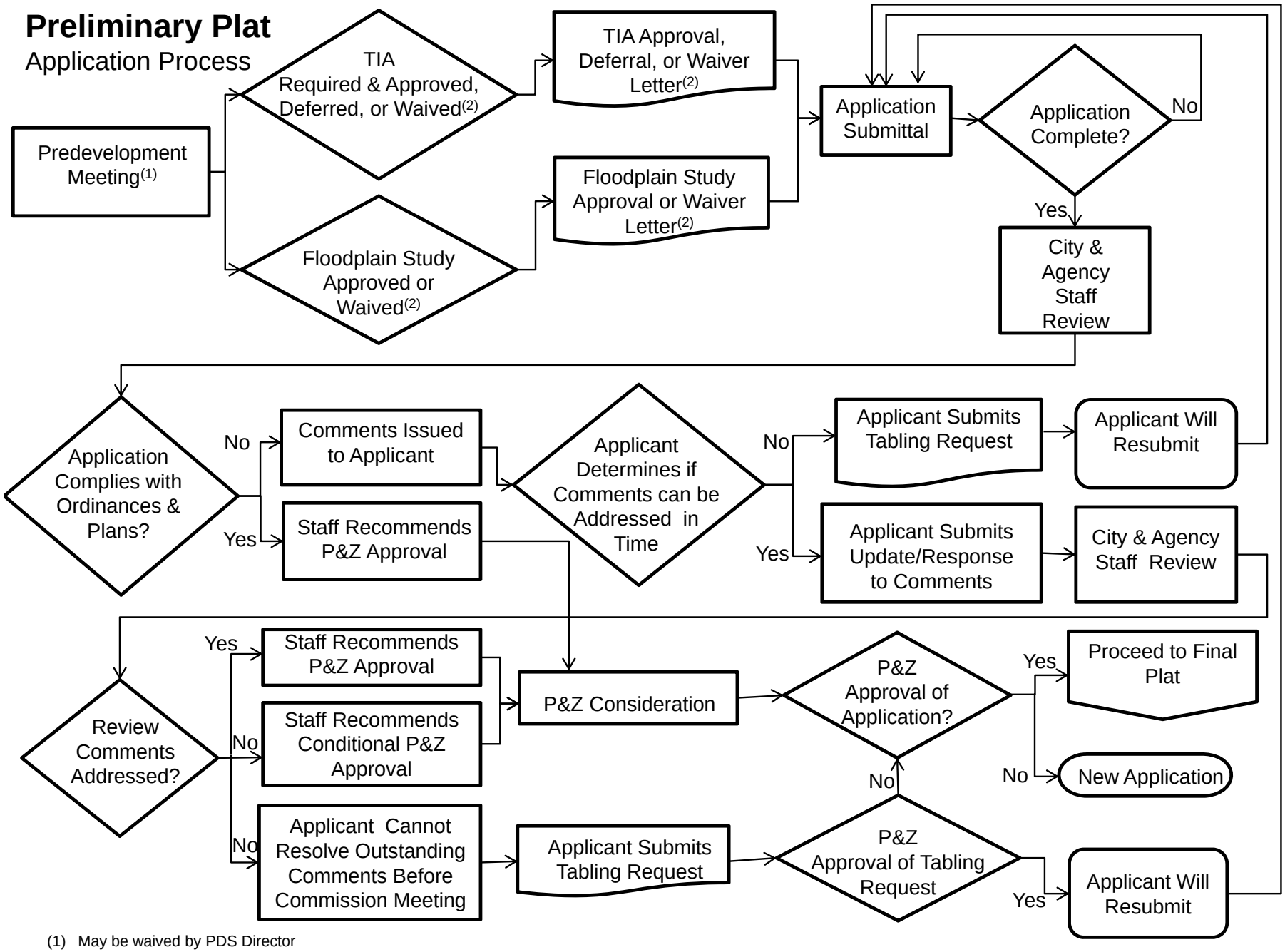
Planning and Development Services Department
City of Round Rock, Texas

Updated October 28, 2016

Preliminary Plat

Application Process



(1) May be waived by PDS Director
(2) May have been addressed at Concept Plan stage

Preliminary Subdivision Plat

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

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

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

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

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

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

Preliminary Plat Review Process

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

The Applicant typically has one week to respond to comments. After the applicant has completed the requested modifications or otherwise addressed review comments, an updated plat, specified number of paper copies, and supporting materials shall be submitted to PDS for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Zoning Commission approve the application. Preliminary plats do not require subsequent City Council approval.

After approval by the Planning and Zoning Commission, PDS staff will notify the Applicant of the Commission's decision. If an application was conditionally approved, the Applicant shall either correct the original mylar submitted with the response to comments, or shall submit a reproducible corrected mylar and a specified number of paper copies to PDS, if applicable.

Any conditions of application approval and/or corrections to the Preliminary Plat must be satisfied prior to submittal of an associated Final Plat, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

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

Deadlines and Meeting Dates

Applications for Preliminary Plats (whether original or revised) are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City staff and subsequent review by the Planning and Zoning Commission.

Review cycles usually begin on the 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

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

Before submitting an application, the Applicant shall verify the deadline for filing an application with Planning and Development Services (PDS) and the date of the Planning and Zoning Commission meeting.

Subdivision Ordinance, Design & Construction Standards, & Other Requirements

This section of the Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements found in Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended, the Parkland 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/

Requirements for a Traffic Impact Analysis, Parkland Conveyance, and Tree Protection & Mitigation shall have been addressed at the Concept Plan stage. For additional information, contact Gerald Pohlmeyer (512-218-5589), Katie Baker (512-341-3355), or David Bost (512-341-3175), respectively.

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 available online at:

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

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

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

Pre-Development Conference Checklist

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

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

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

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

Preliminary Plat Application Requirements

- **Please note that Preliminary Plat Applications must be submitted in person by the applicant or applicant's agent.** ***Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Preliminary Plat will NOT be considered complete or filed** ***unless all the application requirements are met.***

The Applicant shall submit a Preliminary Plat application that **contains 1 paper and 1 digital copy of the following**, unless otherwise noted:

paper pdf

___ ___ 1. Completed **Project Application** (included in the following pages of this packet);

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

___ ___ 3. Completed **Affidavit of Ownership**;

___ ___ 4. **Tree Survey (A or B):**

A) ____ Tree survey, at the same scale as the Preliminary Plat, that identifies the size and location of all protected trees per the requirements of Chapter 43, Tree Preservation, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended. For each copy, the Tree Survey shall be superimposed graphically on the preliminary plat;

OR

B) _____ **Partial Tree Survey or Tree Inventory**, as defined in Chapter 43, Tree Preservation, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended; **and**

_____ **Letter from the Development Services Manager** approving the submittal of a Partial Tree Survey or Tree Inventory;

___ ___ 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 that either A) Describes how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts; o**r** B) States there has been no change to the utility scenario since the previous submittal;

___ ___ 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. **TIA Letter –** Written confirmation from the Transportation Director approving, deferring, or waiving a TIA pursuant to the requirements of Chapter 36, Article IV, Section 106 of Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended;

___ ___ 9. **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;

___ ___ 10. **Letter of Intent for Parkland Conveyance** - Signed Letter of Intent (as approved during the Concept Plan; for PUDs that served as a Concept Plan an applicant completed Letter, see attached);

___ ___ 11. **Phase I Environmental Assessment** - A current assessment according to federal standards, for the conveyed parkland, if acreage is proposed to be conveyed;

___ ___ 12. Letter from the **Williamson County 911 Addressing Division** indicating street name approval;

___ ___ 13. **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.

___ ___ 14. **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.

___ ___ 15. **Preliminary Plat** - 5 paper copies of the Preliminary Plat with the title of the Plat appearing on the outside and folded to a 9" x 12" size and 1 copy at 11" x 17";

___ 16. **Digital Files** 1-CD that contains the following:

a) **Submittal documents (Items 1-15) –** in Adobe Acrobat pdf format**.**

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

c) **Drainage Schematics (Item 13)** 1 AutoCAD file (projectname_drainschem.dwg) of the drainage schematics

d) **Preliminary Plat (Item 14) in one of the following formats:**

_____ 1 file in one of the following formats:

- AutoCAD (projectname_prelim.dwg),
- ESRI (projectname_prelim.shp), or
- MicroStation (projectname_prelim.dgn)

The file shall be georeferenced to the State Plane Grid Coordinate System – Texas Central zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.

_____ 1 file in Adobe Acrobat format (projectname_prelim.pdf)

_____ 1 file in Adobe Acrobat format reduced to 11”x17” (projectname_prelim11x17.pdf).

___ 17. **Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Checks shall be made payable to the City of Round Rock and are based on the following:

Application Fee (base fee)		$ 500.00
Lot Fee:	Number of Lots _____ x $25	$_____
Legal Fee		$ 100.00
	TOTAL	**$**_____

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

1. Unique Subdivision name; title must include the word "Revised" if preliminary plat is changed after Planning Commission acceptance and reference original subdivision if the name has changed.
2. All text, line work and hatching shall legible.
3. North arrow on plat schematic
4. Schematic drawn at a scale 1″ = 100′
5. Scale bar and numeric scale
6. The following information shall appear **in ONE place on the FIRST sheet**:

   OWNERS: (if corporation include name)
   ACREAGE:
   SURVEYOR:
   NUMBER OF BLOCKS:
   LINEAR FEET OF NEW STREETS:
   SUBMITTAL DATE:
   DATE OF PLANNING AND ZONING COMMISSION REVIEW:
   BENCHMARK DESCRIPTION & ELEVATION
   ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."
   PATENT SURVEY:
   ENGINEER:
   NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."
7. Location map with north arrow
8. A legend with all acronyms, line work and hatching defined.
9. Phasing clearly defined if applicable.
10. Boundary survey with bearings and distances; boundary shown in solid bold lines
11. Point of beginning labeled on plat and described in a metes and bounds description
12. Survey tie across adjacent streets to determine right-of-way width(s), with at least one tie on the subject property.
13. Monumentation (review Monuments and Control Points Requirements packet)
14. Topographic features with two foot (2′) interval contour lines
15. Dashed lines showing:
    a) Adjacent subdivision lots (preliminary plat, final plat or recorded plat), with the name of the subdivision; and
    b) Adjacent unplatted property with names of landowners and acreage of property.
16. Show two points of vehicular access if the plat contains more than 29 dwelling units.
17. Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
18. Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan., as amended.

19. Label all ROW widths; include complete curve and line data if applicable.
20. Street names must be continuous from any adjacent subdivisions.
21. Any land to be conveyed to the City of Round Rock, including, but not limited to parkland and drainage, shall require the following notation on the lot being conveyed: "To be conveyed by deed to the City of Round Rock". In addition, the plat shall contain the following note: "A deed conveying land to the City of Round Rock, referencing the Document No. of this final plat, shall be recorded." Lot and block lines
22. Numbers on all proposed lots and letters on proposed blocks
23. Dimensions for front, rear, and side lot lines
24. Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size for all lots (square feet) included in the plat
25. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
26. If conveying parkland to the City of Round Rock, a plat note stating: "Parkland shall be conveyed to the City of Round Rock by separate document prior to the recordation of the Final Plat."
27. Existing easements:
    a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
    b) The beneficiary of the easement must be included in the easement label.
    c) Bearing and distance calls are not listed for separate instrument easements.
    d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
    e) Copies of all existing easement documents (except those conveyed by a recorded plat) shall be provided.
28. Proposed easements:
    a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
    b) Provide dimensions of proposed easements and label as "Proposed". The beneficiary of the easement must be included in the easement label
    c) If conveying an easement by a separate instrument, identify the beneficiary of the easement leave and leave a space in the note for the document number.
29. Depiction of the ultimate 4% annual chance floodplain and the ultimate 1% annual chance floodplain with unique line types. One or both of the following notes shall be added to the plat as applicable:
    a) If the ultimate 1% annual chance floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

        "No portion of this tract is encroached by the ultimate 1% annual floodplain."

    b) If the ultimate 1% annual chance floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

        "No fences, structures, storage, or fill shall be placed within the limits of the ultimate 1% annual chance floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."

30. Show the minimum finished floor elevations (FFE) for all lots adjacent to the floodplain, or a note that all slab elevations shall be a minimum of two feet (2') above the ultimate 1% annual chance floodplain.

31. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend.

32. One of the following notes shall be listed on the plat, as applicable:

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

    Or:

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

33. All drainage easements and required off-site extensions shall be labeled as "drainage and storm sewer easements". If a drainage easement exists or is proposed, the following note shall be added to the plat:

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

34. Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Section 121 of Chapter 36).

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

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

37. Plat note stating: "A ten foot (10') PUE and sidewalk easement abutting and along the street side property line is hereby conveyed for all street side property lots shown hereon."

38. If applicable, a plat note stating: "A fifteen foot (15') PUE and a ten foot (10') sidewalk easement abutting and along the street side property line is hereby conveyed for all lots abutting IH35 and SH45."

39. If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 36, Subdivisions, City of Round Rock Code of Ordinances, 2010 Edition, as amended.

40. Plat note stating:

    a) "This plat conforms to the Concept Plan approved by the Planning and Zoning Commission on ___[INSERT APPROVAL DATE]___."

    Or:

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

Project Application (Page 1 of 2)

City of Round Rock · Planning & Development Services Department
301 Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

A. Project Information *please complete all items*

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

☐ 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: _____

Affidavit of Ownership

for Preliminary Plats

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

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

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

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

_____
(Signature)

_____
(Printed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

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

Given under my hand and seal of office on this the _____ day of _____, 20____

_____
NOTARY PUBLIC in and for the State of Texas

SEAL

My commission expires: _____

Letter of Intent

for Mandatory Parkland 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

Park Zones and Fees

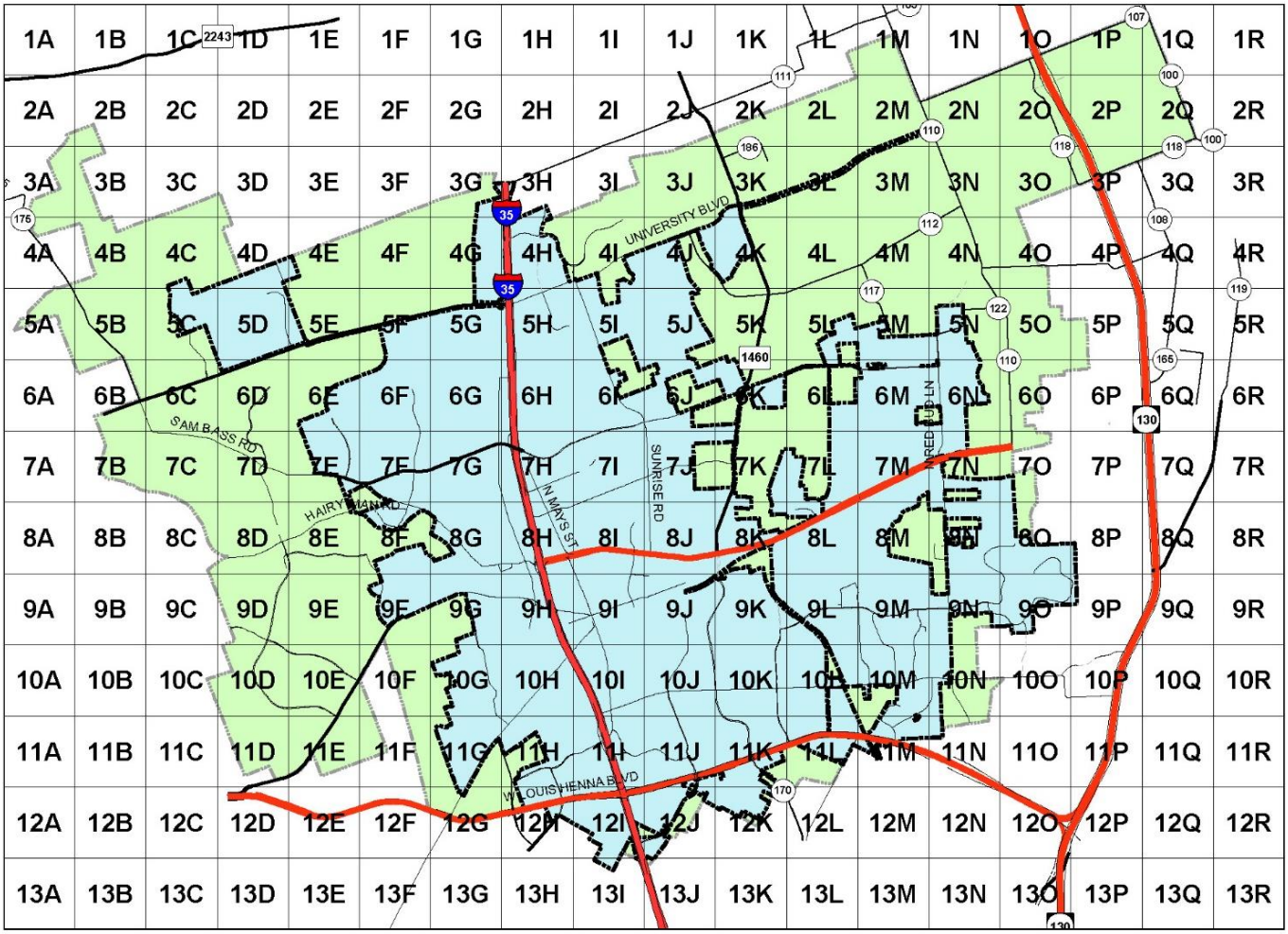


Exhibit A - Park Zones

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