



Planned Unit Development Application Information

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

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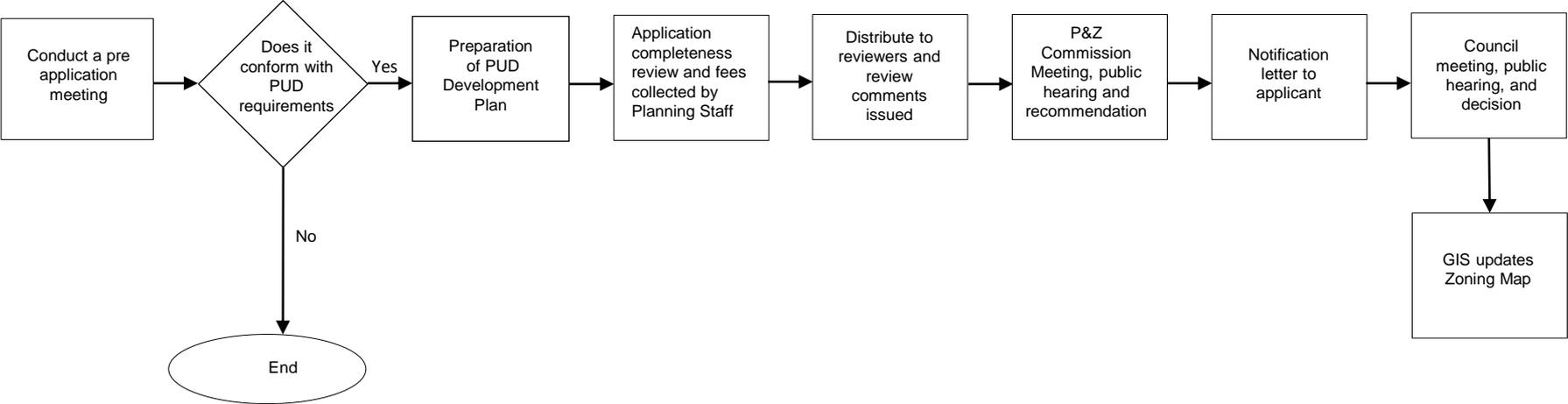
Project Application

PUD Application

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

Updated April 2016

Planned Unit Development Process



PLANNED UNIT DEVELOPMENT APPLICATION

This Development Packet consists of useful information and the required form for Planned Unit Development (PUD) applications to the City of Round Rock Planning and Zoning Commission.

Purpose of a Planned Unit Development Zoning District

A Planned Unit Development (PUD) is a site-specific zoning district tailored to a specific location and use(s). PUDs allow greater flexibility, but the overall development quality must be equal to or better than what would be required by standard zoning. It is the responsibility of the applicant to provide a justification for the PUD zoning district, including both how the proposed development standards deviate from those in a standard zoning district and in what ways the development exceeds the typical standards.

Review of a Planned Unit Development Application

Because a PUD involves negotiation of development standards, the PUD application requires a more extensive review than a standard rezoning. A PUD application will not be set for a public hearing until the proposed standards are fully drafted and agreed upon by both the Planning Director and the applicant.

Deadlines and Meeting Dates

Once the applicant and the City have reached agreement on the draft PUD, the application is placed on a strict schedule that includes specific dates for public notice, review and recommendation by the Planning and Zoning Commission, and review and determination by the City Council. The entire process from application to final approval or disapproval by the City Council is a minimum of three months.

Predevelopment Conference

- ★ **Prior to submitting an application, the applicant shall schedule a pre-development conference.**

Contact Clyde von Rosenberg at (512) 341-3174 to schedule a pre-development conference with the Planning & Development Services Department to discuss the proposed project.

Planned Unit Development Zoning Application Checklist

Applications for Planned Unit Developments (PUDs) shall include the following items:

- A draft PUD Development Plan**, which may include a **Concept Plan**, as defined by the Subdivision Code, coordinated with City staff
- PUD Zoning **Application**.
- Written approval, deferral or waiver from the City's Transportation Director regarding a **Traffic Impact Analysis (TIA)**. (See attached TIA information sheet, pg. 5)
- Property description** of the land to be rezoned, either: (1) the subdivision lot and block information, as recorded with the County Clerk **or** (2) a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas. The metes and bounds description shall be provided in a format reproducible on 8 1/2" x 11" paper. (Please provide *two* sets of originals.)
- Copy of **deed(s)**, identifying the owner(s) of the property.
- An **abstractor's certificate** or **title commitment**, which shall state the names and addresses of all current owners and current lien-holders of the subject property. The abstractor's certificate or title commitment shall be dated no earlier than 30 days prior to submission of the application.
- Notification to owners** of properties within 300' of the subject property:
 - A **map** (to scale) indicating the subject property with a line drawn around the property at 300' from the lot line, identifying all properties lying wholly or in part within the 300 ft. boundary;
 - A **list of the names and addresses** (according to the county appraisal district) of the owners of all such properties; and
 - Two sets of **address labels** giving the names and addresses of all these property owners, to be used for notification of public hearings at the Planning and Zoning Commission and City Council meetings.
- A **check** payable to the City of Round Rock for the applicable fee(s).
 - **Planned Unit Development (PUD):**
 - \$2,000 for the first acre, plus \$200 per additional acre or fraction thereof, calculated on a pro rata basis (*example: fee for a 2.75-acre tract would be \$2,000 + (\$200 x 1.75) = \$2,350*). Total fee not to exceed \$5,000.
 - Notification fees (see below)
 - **Major PUD amendment** (requiring P&Z approval):
\$1,500 + Notification fees (see below)
 - A **Minor PUD amendment** (administrative approval):
\$500 (No notification fees)
 - **Notification fees:**
 - \$300 for two published newspaper notices
 - \$1 per letter sent to owners of properties within 300 ft.
 - \$20 per on-site public hearing notification sign

Traffic Impact Analysis (TIA)

Prior to the submission of a Zoning Application, the applicant shall contact the City of Round Rock Department of Transportation Services to ascertain whether or not a Traffic Impact Analysis (TIA) will be required. On the date of submittal of the Zoning Application to the Planning & Development Services Department, one of the following must be included:

- 1) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been approved; or
- 2) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been deferred; or
- 3) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been waived.

Please contact CIP Program Manager Gerald Pohlmeyer (512-218-5589) to discuss the determination regarding the TIA requirement.

If required, the TIA shall be prepared in accordance with the City of Round Rock Design and Construction Standards, Transportation Criteria Manual, Section 2 - Traffic Impact Analysis.



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

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation (<u>circle one</u> : plat, |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | easement or building line) |
| <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 *(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: _____

Planned Unit Development (PUD) Application

Project Name: _____ Date: _____

Petition to the City Council of Round Rock, Texas:

Property owner(s): _____

Owner's agent (if applicable): _____

hereby make(s) application to the City Council of the City of Round Rock for change in zoning designation of the property described below:

- New planned Unit Development (PUD)
- Amendment to PUD # _____

Justification for PUD zoning (*attach additional pages as necessary*):

Property Description:

A: Recorded Subdivision Information:

Subdivision: _____

Lot: _____, Block: _____ Acres: _____

Recorded in Williamson County, TX, Document #: _____

or: Volume #: _____ Page #: _____

or B: Property Description Information: (*attach a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas*)

Property address: _____

Survey name: _____

Acres: _____ Abstract #: _____

Deed(s) which conveyed the property to the present owner:

Document #: _____ Acres: _____

or: Volume #: _____ Page #: _____

Project Name: _____ Date: _____

Ownership Type: Sole Owner Community Property
 Partnership Corporation Trust

Owner Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

Owner's Agent (if applicable) Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

If ownership is other than sole or community property, please name the partners, principals, beneficiaries, etc. respectively:

1) Name: _____

Position: _____

Address (full): _____

2) Name: _____

Position: _____

Address (full): _____

3) Name: _____

Position: _____

Address (full): _____

Please attach additional pages as necessary.