



# Zoning

## Application Information

### **Contents:**

Zoning process flowchart

Deadlines and meeting dates

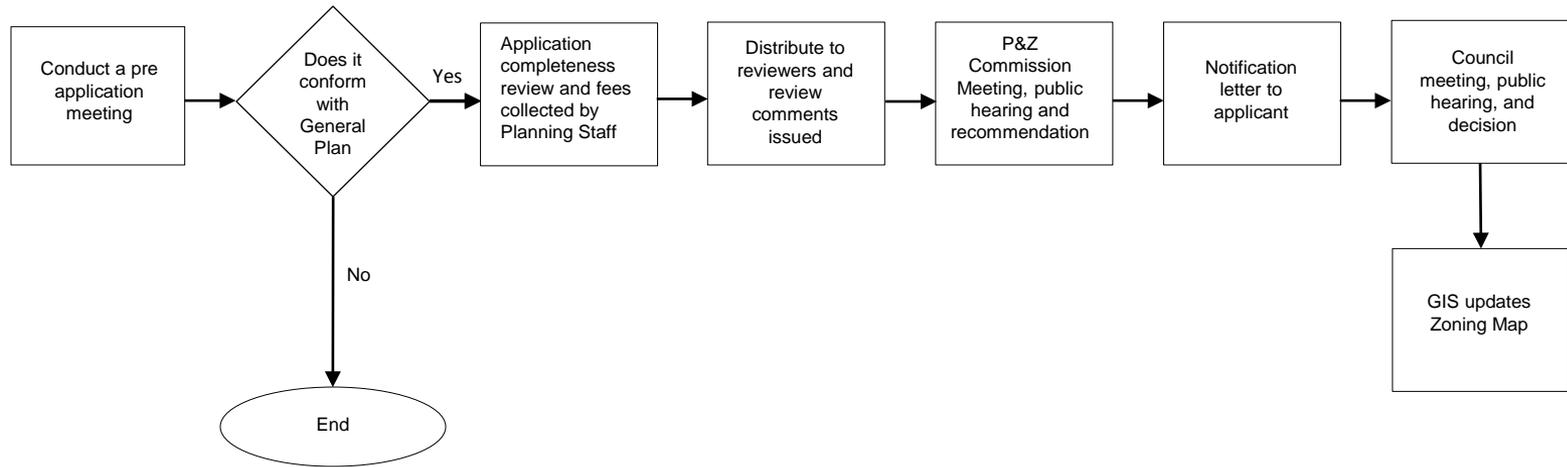
Zoning application checklist

Traffic Impact Analysis (TIA)

Project Application

Zoning Petition

# Zoning Process



# DEVELOPMENT PACKET FOR ZONING APPLICATIONS

This Development Packet consists of application information and the required form for Original Zoning and Zoning Change applications to the City of Round Rock Planning and Zoning Commission. There is a separate development packet for Planned Unit Development (PUD) zoning applications.

---

## Deadlines and Meeting Dates

Applications for Original Zoning and Zoning Change are reviewed on a strict schedule that includes specific dates for application submittal to City Staff, review and recommendation by the Planning and Zoning Commission, and review and determination by the City Council. Each of these dates is roughly one month apart, making the entire process from application to final approval or disapproval by the City Council a minimum of two months.

Before submitting an application, the Applicant shall verify the following information with the Planning & Development Services Department (PDS):

- Deadline for filing application** with the Planning & Development Services Department
- Date of **Planning and Zoning Commission** public hearing and recommendation to City Council. The applicant or agent should be present at the hearing.
- Date of **City Council** public hearing and consideration of proposed ordinance. The applicant or agent should be present at the hearing.

In addition, prior to submitting an application, the applicant shall schedule a:

- Pre-development conference** with the Planning & Development Services Department to discuss the proposed rezoning

Please contact Clyde von Rosenberg at (512) 341-3174 to schedule an appointment for a pre-development conference.

---

## Zoning Classifications

On all forms use the complete name of the zoning district as listed below:

SF-R	Single Family – Rural	PF-1	Public Facilities – Low Intensity
SF-1	Single Family – Large Lot	PF-2	Public Facilities – Medium Intensity
SF-2	Single Family – Standard Lot	PF-3	Public Facilities – High Intensity
TF	Two Family	SR	Senior
TH	Townhouse	MI	Mining
MF	Multi-Family	OS	Open Space
C-1	General Commercial	MU-1	Mixed-Use Historic Commercial Core
C-1a	General Commercial - Limited	MU-2	Mixed-Use Downtown Medium Density
C-2	Local Commercial	MU-L	Mixed-Use Limited
OF	Office		
BP	Business Park	H	Historic Overlay
LI	Light Industrial	CT	Chisholm Trail Overlay
I	Industrial	PV	Palm Valley Overlay

**City of Round Rock, Texas**  
**2017 - Planning and Zoning Commission Schedule**

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

<b>Submittal Day 12 Noon Deadline (Tuesday*)</b>	<b>** Notice to Round Rock Leader/Sign Posting Deadline</b>	<b>1st Available P&amp;Z Meeting (Wednesday*)</b>	<b>Target City Council Meeting (Thursday*)</b>
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.

## Zoning Application Checklist

Applications for Original Zoning and Zoning Change Zoning shall include the following items:

- Zoning Application.**
- Copy of Pre-Development meeting minutes or documentation of City staff's knowledge of project being submitted.
- 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.
- Concept Plan**, if required by the Subdivision Ordinance - and if the applicant wishes to conduct a single public hearing for both the Concept Plan and the Zoning.
- A **check** payable to the City of Round Rock for the applicable fee(s).
  - **Original Zoning** (Initial zoning following voluntary annexation):  
No fee
  - **Rezoning (Map Amendment):**  
Properties under 30 acres: \$750 + Notification (below)  
Properties 30 or more acres: \$900 + Notification (below)

**Notification:**

- \$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 Pohlmeier (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: \_\_\_\_\_

# Zoning Petition

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:**

**FROM** (Current zoning district): \_\_\_\_\_

**TO** (Proposed zoning district): \_\_\_\_\_

Reason for the request and proposed use (*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** *(Please attach additional pages as necessary)*

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): \_\_\_\_\_