



Planned Unit Development Application Information

Copies of this and other Development Packet Chapters are available online at:
<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

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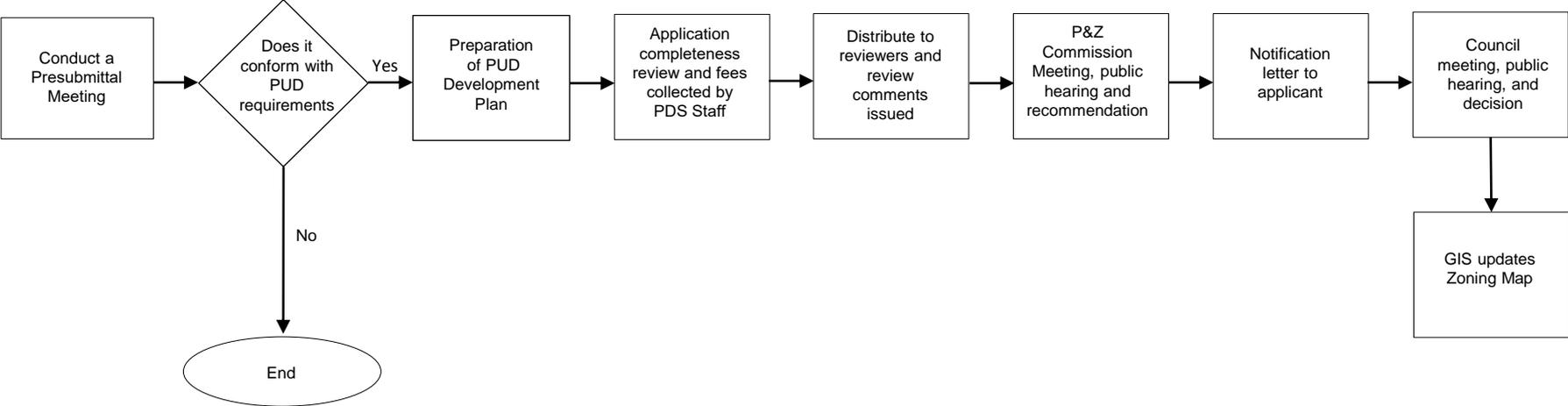
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PLANNED UNIT DEVELOPMENT APPLICATION

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.

Presubmittal Meeting

Prior to submitting a PUD application, the Applicant must schedule a presubmittal meeting with PDS to discuss the proposed development. A [Presubmittal Meeting Request form](#) is included in this packet and is also available online.

Please contact PDS Intake at (512) 218-5428 or PDSIntake@roundrocktexas.gov to schedule the presubmittal meeting.

Planned Unit Development Zoning Application Checklist

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

- 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 and *one* digital copy.)
- 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.
- On-site public hearing sign(s) installed by Applicant as per instruction sheet
- A **letter** providing a general description of the proposed use of the subject property and including the phone number and e-mail address for the applicant or their agent. This letter will be included with the public hearing notice mailed to the property owners within 300' of the subject property.

- 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 $\$2,000 + (\$200 \times 1.75) = \$2,350$*). 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** (includes notices for both Planning & Zoning Commission and City Council public hearings):
 - \$300 for two published newspaper notices.
 - \$1 per letter sent to all owners of properties within 300 ft. (owners of multiple properties will receive one letter).
 - \$20 per on-site public hearing notification sign (one sign is required; the applicant may request additional signs for lots that are large or front on more than one road).
 - On-site public hearing sign(s) installed by Applicant as per instruction sheet

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 the Transportation staff person on the Development Staff Contacts list 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.

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
Easement Dedications/Vacations and Fiscal Posting		
Roxanne Flores, Senior Engineering Tech.	512-218-6658	rflores@roundrocktexas.gov
Encroachment Agreements		
Diane Buck, Planner	512-341-3166	dbuck@roundrocktexas.gov
Floodplain and Drainage Requirements		
Jeff Dunsworth, PE, CFM, Senior Engineer	512-341-3363	jdunsworth@roundrocktexas.gov
Forestry and Landscaping		
David Bost, Senior Planner	512-341-3175	dbost@roundrocktexas.gov
Platting Application Requirements, Review and Approval Process, and Plat Recordation		
Juan Enriquez, Senior Planner	512-218-5429	jenriquez@roundrocktexas.gov
Veronica Chandler, Planning Tech	512-341-3320	vchandler@roundrocktexas.gov
Presubmittal Meetings		
Cecilia Chapa, Planning Tech	512-218-5428	pdsintake@roundrocktexas.gov
Savina McCarter, Planning Tech		
Project Closeout		
Alice Guajardo, Planning Tech	512-341-3161	aguajardo@roundrocktexas.gov
Signs		
Diane Buck, Planner	512-341-3166	dbuck@roundrocktexas.gov
Utilities and Subdivision Improvements		
Jeff Brooks, Engineering Associate	512-341-3363	jbrooks@roundrocktexas.gov
Zoning and PUD Applications, Annexation		
Clyde von Rosenberg, AICP, Senior Planner	512-341-3174	cvonrosenberg@roundrocktexas.gov
<u>Fire Department</u>		
203 Commerce Blvd., Round Rock, TX 78664	512-218-5590	Fax: 512-218-5594
Fire Code		
Mark Selby, Prevention Division Captain	512-218-6633	selby@roundrocktexas.gov
<u>Parks and Recreation Department (PAR)</u>		
301 W. Bagdad, Suite 250, Round Rock, TX 78664	512-218-5540	Fax: 512-218-5548
Parkland Dedication and Trails		
Katie Baker, Park Development Mgr.	512-341-3355	kbaker@roundrocktexas.gov
<u>Transportation Department</u>		
2008 Enterprise Drive, Round Rock, TX 78664	512-218-7044	Fax: 512-218-3242
Transportation Requirements		
Ed Polasek, Transportation Senior Planner	512-341-3167	epolasek@roundrocktexas.gov