



# 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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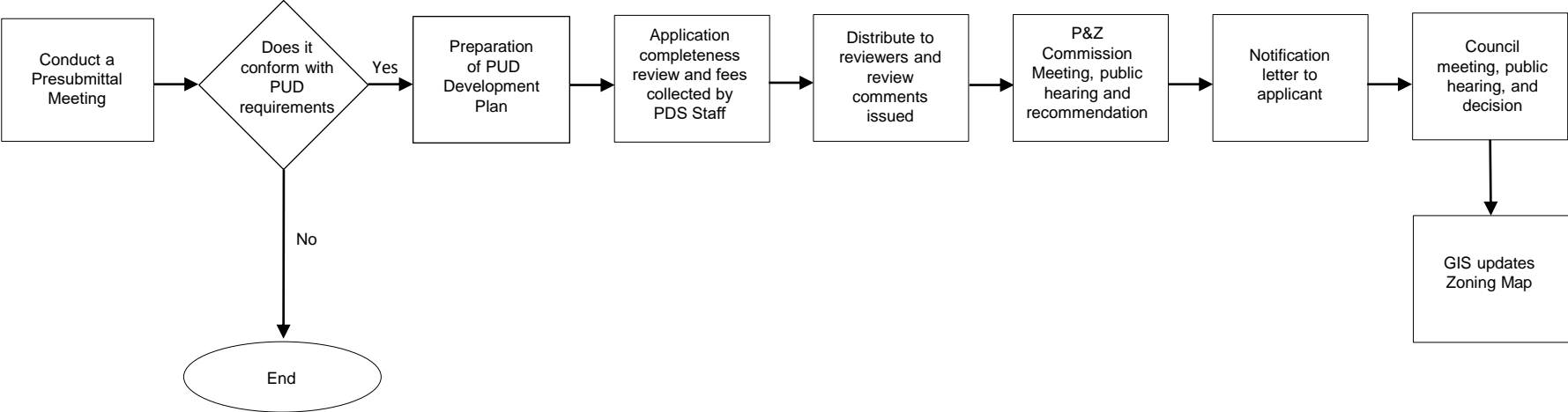
Application checklist

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# 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.

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## **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**

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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](mailto: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 **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** (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*):

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## 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

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## **Planning and Development Services Department (PDS)**

301 W. Bagdad, Suite 210, Round Rock, TX 78664	512-218-5428	Fax: 512-218-3286
<b>Easement Dedications/Vacations and Fiscal Posting</b>		
Roxanne Flores, Senior Engineering Tech.	512-218-6658	<a href="mailto:rflores@roundrocktexas.gov">rflores@roundrocktexas.gov</a>
<b>Encroachment Agreements</b>		
Diane Buck, Planner	512-341-3166	<a href="mailto:dbuck@roundrocktexas.gov">dbuck@roundrocktexas.gov</a>
<b>Floodplain and Drainage Requirements</b>		
Jeff Dunsworth, PE, CFM, Senior Engineer	512-341-3363	<a href="mailto:jdunsworth@roundrocktexas.gov">jdunsworth@roundrocktexas.gov</a>
<b>Forestry and Landscaping</b>		
David Bost, Senior Planner	512-341-3175	<a href="mailto:dbost@roundrocktexas.gov">dbost@roundrocktexas.gov</a>
<b>Platting Application Requirements, Review and Approval Process, and Plat Recordation</b>		
Juan Enriquez, Senior Planner	512-218-5429	<a href="mailto:jenriquez@roundrocktexas.gov">jenriquez@roundrocktexas.gov</a>
Veronica Chandler, Planning Tech	512-341-3320	<a href="mailto:vchandler@roundrocktexas.gov">vchandler@roundrocktexas.gov</a>
<b>Presubmittal Meetings</b>		
Cecilia Chapa, Planning Tech	512-218-5428	<a href="mailto:pdsintake@roundrocktexas.gov">pdsintake@roundrocktexas.gov</a>
Savina McCarter, Planning Tech		
<b>Project Closeout</b>		
Alice Guajardo, Planning Tech	512-341-3161	<a href="mailto:aguajardo@roundrocktexas.gov">aguajardo@roundrocktexas.gov</a>
<b>Signs</b>		
Diane Buck, Planner	512-341-3166	<a href="mailto:dbuck@roundrocktexas.gov">dbuck@roundrocktexas.gov</a>
<b>Utilities and Subdivision Improvements</b>		
Jeff Brooks, Engineering Associate	512-341-3363	<a href="mailto:jbrooks@roundrocktexas.gov">jbrooks@roundrocktexas.gov</a>
<b>Zoning and PUD Applications, Annexation</b>		
Clyde von Rosenberg, AICP, Senior Planner	512-341-3174	<a href="mailto:cvonrosenberg@roundrocktexas.gov">cvonrosenberg@roundrocktexas.gov</a>
<b><u>Fire Department</u></b>		
203 Commerce Blvd., Round Rock, TX 78664	512-218-5590	Fax: 512-218-5594
<b>Fire Code</b>		
Mark Selby, Prevention Division Captain	512-218-6633	<a href="mailto:selby@roundrocktexas.gov">selby@roundrocktexas.gov</a>
<b><u>Parks and Recreation Department (PARC)</u></b>		
301 W. Bagdad, Suite 250, Round Rock, TX 78664	512-218-5540	Fax: 512-218-5548
<b>Parkland Dedication and Trails</b>		
Katie Baker, Park Development Mgr.	512-341-3355	<a href="mailto:kbaker@roundrocktexas.gov">kbaker@roundrocktexas.gov</a>
<b><u>Transportation Department</u></b>		
2008 Enterprise Drive, Round Rock, TX 78664	512-218-7044	Fax: 512-218-3242
<b>Transportation Requirements</b>		
Ed Polasek, Transportation Senior Planner	512-341-3167	<a href="mailto:epolasek@roundrocktexas.gov">epolasek@roundrocktexas.gov</a>