



Zoning

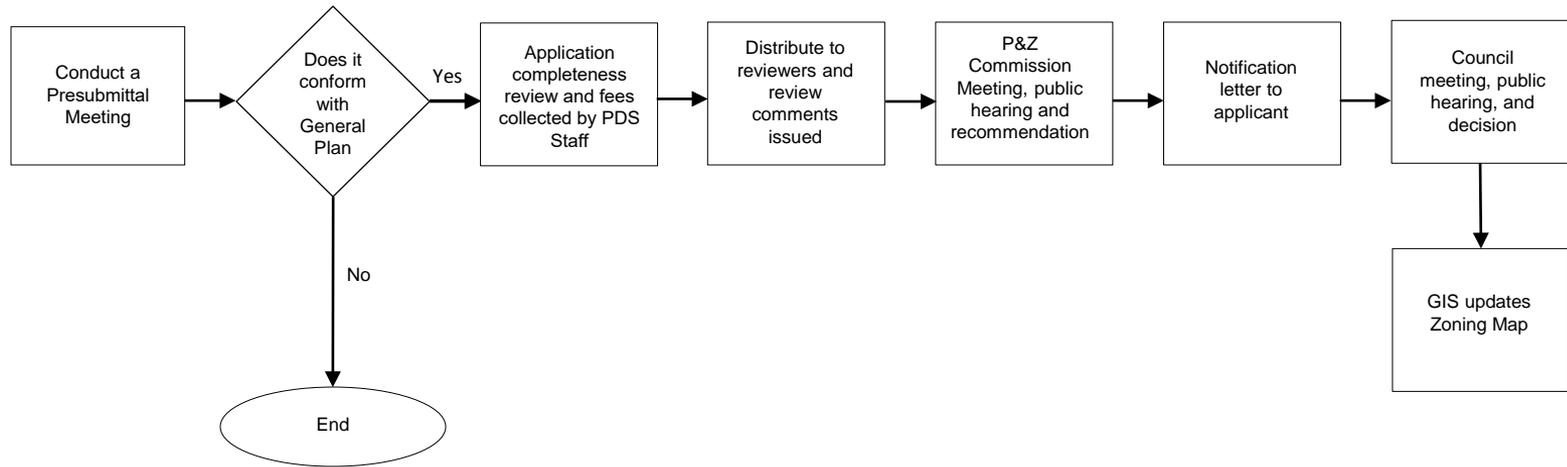
Application Information

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

Contents:

- Zoning process flowchart
- Zoning application checklist
- Traffic Impact Analysis (TIA)
- Project Application
- Zoning Petition
- Planning & Zoning Commission Schedule

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.

Pre-Submittal Meeting

Prior to submitting an application, the Applicant must schedule a pre-submittal meeting with PDS to discuss the proposed development. A [Pre-submittal 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 Pre-Submittal Meeting.

Zoning Classifications

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

| <i>Residential Zoning Districts</i> | |
|-------------------------------------|------------------------------|
| AG | Agricultural |
| SF-R | Single-Family - Rural |
| SF-1 | Single-Family - Large Lot |
| SF-2 | Single-Family - Standard Lot |
| SF-3 | Single-Family - Mixed Lot |

| | |
|---|---------------------------------------|
| SF-D | Single-Family - Downtown |
| MH | Manufactured Housing |
| TF | Two-Family |
| TH | Townhouse |
| SR | Senior |
| MF-1 | Multifamily - Low Density |
| MF-2 | Multifamily - Medium Density |
| MF-3 | Multifamily - Urban |
| <i>Commercial Zoning Districts</i> | |
| C-1 | General Commercial |
| C-1a | General Commercial - Limited |
| C-2 | Local Commercial |
| <i>Employment and Industrial Zoning Districts</i> | |
| OF-1 | General Office |
| OF-2 | Mid-Rise Office |
| BP | Business Park |
| LI | Light Industrial |
| I | Industrial |
| MI | Mining |
| <i>Public and Civic Use Zoning Districts</i> | |
| PF-1 | Public Facilities - Low Intensity |
| PF-2 | Public Facilities - Medium Intensity |
| PF-3 | Public Facilities - High Intensity |
| OS | Open Space |
| <i>Mixed-Use Districts</i> | |
| MU-1 | Mixed-Use Historic Commercial Core |
| MU-2 | Mixed-Use Downtown Medium Density |
| MU-L | Mixed-Use Limited |
| MU-R | Mixed-Use Redevelopment and Small Lot |
| MU-G | Mixed-Use Greenfield and Large Lot |
| <i>Overlay Zoning Districts</i> | |
| H | Historic Overlay |
| CT | Chisholm Trail Overlay |
| PV | Palm Valley Overlay |

Zoning Application Checklist

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

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

- Zoning Application.**
- Copy of Pre-Submittal 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 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 (owner's mailing address, not site address); 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 **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.
- 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).
 - **Zoning and Rezoning (map amendment):**
Properties under 30 acres: \$750 + Notification (below)
Properties 30 or more acres: \$900 + Notification (below)
 - **Notification fees and Process** (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 contact from 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: _____

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): _____

City of Round Rock, Texas
2020 - Planning and Zoning Commission Schedule

| (Gray = 2019 and 2021 P&Z meeting schedule) | | | |
|--|--|--|---|
| Submittal Day 12 Noon Deadline (Tuesday*) | ** Public Notice/Sign Posting Deadline (Monday*) | 1st Available P&Z Meeting (Wednesday*) | Target City Council Meeting (Thursday*) |
| Oct 22 | Nov 4 | Nov 20 | Dec 19 |
| Nov 5 | Nov 18 | Dec 4 | Jan 9 |
| Nov 19 | Dec 2 | Dec 18 | Jan 23 |
| Dec 10 | Dec 20 (Fri) | Jan 8 | Feb 13 |
| Only 1 meeting in January. | | | |
| Jan 7 | Jan 17 (Fri) | Feb 5 | Mar 12 |
| Jan 21 | Feb 3 | Feb 19 | Mar 26 |
| Feb 4 | Feb 14 (Fri) | Mar 4 | Apr 9 |
| Only 1 meeting in March due to Spring Break | | | |
| Mar 3 | Mar 16 | Apr 1 | May 14 |
| Mar 17 | Mar 30 | Apr 15 | May 28 |
| Apr 7 | Apr 20 | May 6 | Jun 11 |
| Apr 21 | May 4 | May 20 | Jun 25 |
| May 5 | May 18 | Jun 3 | Jul 9 |
| May 19 | Jun 1 | Jun 17 | Jul 23 |
| Only 1 meeting in July due to the Independence Day Holiday | | | |
| Jun 16 | Jun 29 | Jul 15 | Aug 27 |
| Jul 7 | Jul 20 | Aug 5 | Sep 10 |
| Jul 21 | Aug 3 | Aug 19 | Sep 24 |
| Aug 4 | Aug 17 | Sep 2 | Oct 8 |
| Aug 18 | Aug 31 | Sep 16 | Oct 22 |
| Sep 8 | Sep 21 | Oct 6 (Tues) | Nov 12 |
| Sep 22 | Oct 5 | Oct 21 | Nov 24 (Tues) |
| Oct 6 | Oct 19 | Nov 4 | Dec 3 |
| Oct 20 | Nov 2 | Nov 18 | Dec 17 |
| Nov 3 | Nov 16 | Dec 2 | Jan 14 |
| Nov 17 | Nov 30 | Dec 16 | Jan 28 |
| Dec 15 | Dec 28 | Jan 13 | Feb 11 |

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:

The Planning and Zoning Commission meetings are held at the City Council Chambers, located at 221 East Main Street, Round Rock, Texas 78664. **Meetings begin at 6:00 p.m.**

* Day of week unless otherwise noted.

** Zoning and Concept Plan notification deadlines. For Replat application deadlines, please contact staff.

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 (PARC)</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 |