



Zoning

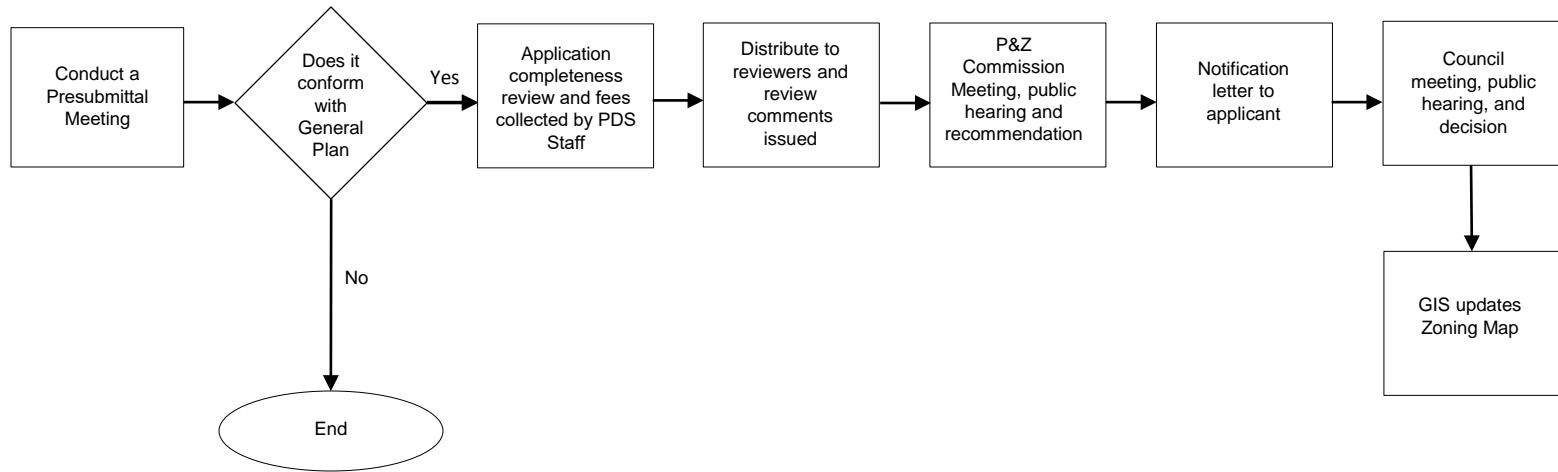
Application Information

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
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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.
- 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
2019 - Planning and Zoning Commission Schedule

(Gray = 2018 and 2020 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 9	Oct 22	Nov 7 ~	Dec 6
Nov 6	Nov 19	Dec 5 ~	Jan 10
Nov 20	Dec 3	Dec 19 ~	Jan 24
Dec 11	Dec 21 (Fri)	Jan 9 ~	Feb 14
Only 1 meeting in January			
Tuesday, January 15th - Planning and Zoning Commission 1/2 Day Retreat (12:30 to 5:00 pm)			
Jan 8	Jan 18 (Fri)	Feb 6	Mar 14
Jan 22	Feb 4	Feb 20	Mar 28
Feb 5	Feb 15 (Fri)	Mar 6	Apr 11
Only 1 meeting in March due to Spring Break			
Mar 5	Mar 18	Apr 3	May 9
Mar 19	Apr 1	Apr 17	May 23
Apr 2	Apr 15	May 1	Jun 13
Apr 16	Apr 29	May 15	Jun 27
May 7	May 20	Jun 5	Jul 11
May 21	Jun 3	Jun 19	Jul 25
Only 1 meeting in July due to the Independence Day Holiday			
Jun 18	Jul 1	Jul 17	Aug 22
Jul 9	Jul 22	Aug 7 ~	Sep 12
Jul 23	Aug 5	Aug 21 ~	Sep 26
Aug 6	Aug 19	Sep 4	Oct 10
Aug 20	Aug 30 (Fri)	Sep 18	Oct 24
Sep 3	Sep 16	Oct 2	Nov 14
Sep 17	Sep 30	Oct 16	Nov 26
Oct 8	Oct 21	Nov 5 (Tues)	Dec 5
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 23	Jan 8 ~	Feb 13

All information for platting and zoning submittals must be delivered to the Planning & Development Services 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.

** 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.

~ Planning and Zoning Commission and City Council meetings scheduled in the same week.

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