Subdivision Development
Final Plat
Application Information & Procedures

Copies of this and other Development Packet Chapters are available online at:
www.roundrocktexas.gov/land-development-permit

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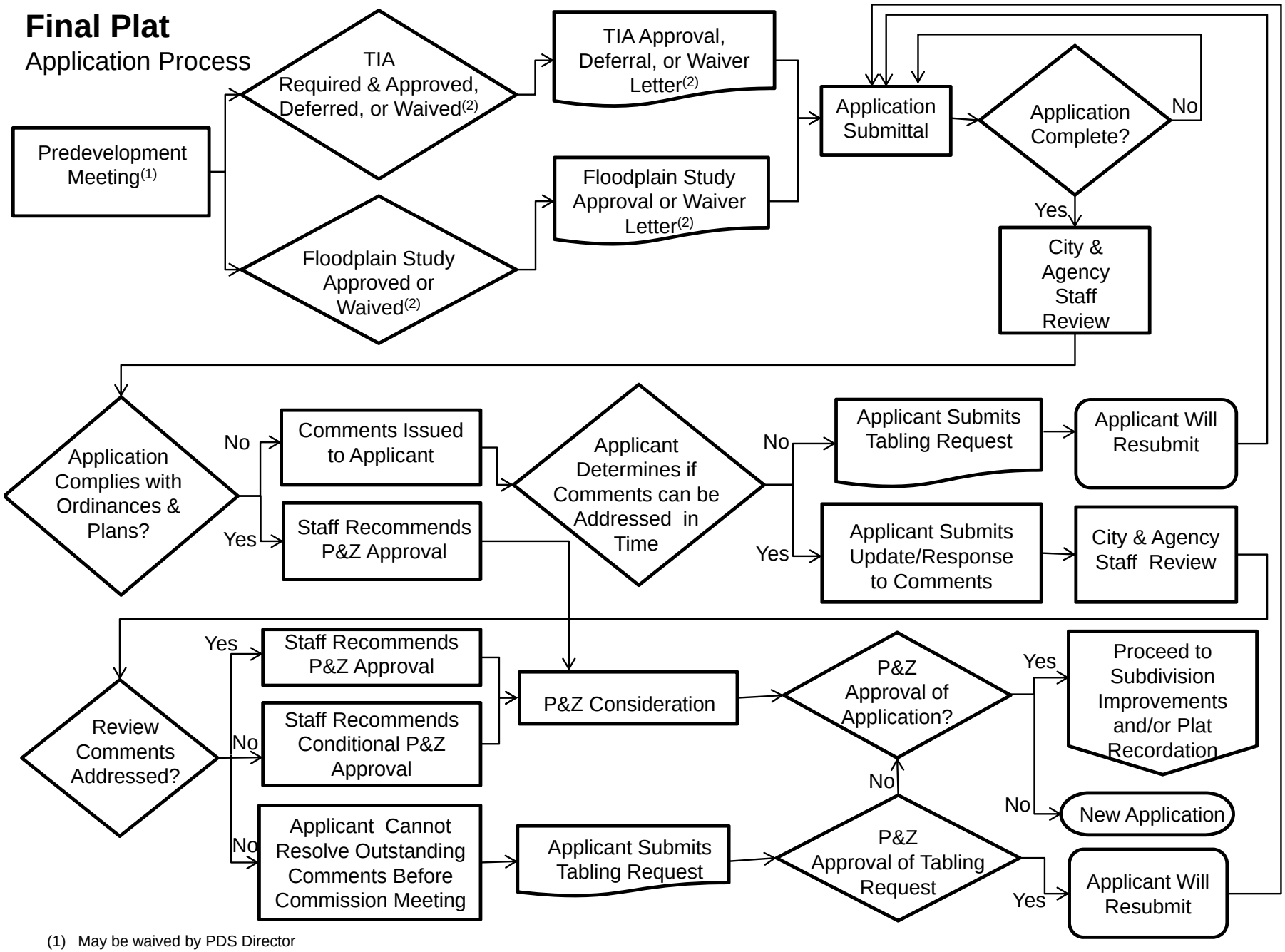
Planning and Development Services Department
City of Round Rock, Texas

Updated August 2016

Final Plat
Application Process



(1) May be waived by PDS Director
(2) May have been addressed at Concept Plan or Preliminary Plat stage

Final Subdivision Plat

This section of the Development Packet consists of information and required forms for Subdivision Final Plats, **excluding Replats, Amending Plats, and Minor Plat** applications.

The purpose of a Final Plat is to allow for a review by the Planning and Zoning Commission of the proposal's street and drainage stems, easement, utilities, building lots and other lots including parkland, and to establish an approved, legally recordable plat of the proposed subdivision or addition.

The Applicant shall submit a Final Plat application to PDS for approval by the Planning and Zoning Commission. The Final Plat shall conform with the approved Preliminary Plat. If the Final Plat does not include the entire parcel of land included in the approved Preliminary Plat, the Final Plat must correspond to the phasing approved with the Preliminary Plat. If the Preliminary Plat was approved with conditions, all conditions shall be satisfied prior to the submittal of a Final Plat application.

If the Final Plat does not conform to the approved Preliminary Plan, a new or revised Preliminary Plat shall be submitted in conjunction with the Final Plat. Dependent on the changes proposed with the revised Preliminary Plat, a revised Concept Plan, including public notice and a public hearing may be required.

If the proposed subdivision is outside City Limits and annexation is not proposed, please review the Platting in the ETJ Chapter for additional County requirements.

Final Plat Review Process

An application is submitted on the Official Filing Date and reviewed for completeness (see attached Final Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Final Plat Content). Comments generated during that review are forwarded to the Applicant within 10 calendar days.

The Applicant typically has 1 week to respond to comments. After the applicant has completed the requested modifications or otherwise addressed review comments, an updated plat, specified number of paper copies, and supporting materials shall be submitted to PDS for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Zoning Commission approve the application. Final plats do not require subsequent City Council approval.

After approval by the Planning and Zoning Commission, PDS staff will notify the Applicant of the Commission's decision. If an application was conditionally approved, the Applicant shall either correct the original mylar submitted with the response to comments, or shall submit a reproducible corrected mylar and a specified number of paper copies to PDS, if applicable.

Any conditions of application approval and/or corrections to the Final Plat must be satisfied prior to recordation, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

An approved Final Plat shall expire two years from the Planning and Zoning Commission approval date if it has not been recorded.

Deadlines and Meeting Dates

Applications for Final Plats are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City staff and subsequent review by the Planning and Zoning Commission.

Review cycles usually begin on the 1st. and 3rd. Tuesday of each month. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at

https://roundrock.legistar.com/Calendar.aspx

Before submitting an application, the Applicant shall verify the deadline for filing an application with Planning and Development Services (PDS) and the date of the Planning and Zoning Commission meeting.

Subdivision Ordinance, Design & Construction Standards, & Other Requirements

This section of the Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements found in Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended, the Parkland Conveyance or Tree Protection Requirements, or the Design and Construction Standards adopted by the City Council. Please review applicable chapters of the Code of Ordinances and adopted Standards prior to application submittal.

The City of Round Rock Code of Ordinances is at:

https://www.municode.com/library/tx/round_rock/codes/code_of_ordinances?nodeId=14610

The Design and Construction Standards (DACS) are available online at:

http://www.roundrocktexas.gov/departments/transportation/design-construction-standards/

For additional information, please contact CIP Program Manager Gerald Pohlmeyer (512-218-5589)for the Traffic Impact Analysis; Katie Baker at (512) 341-3355 for Parkland Conveyance; and David Bost at (512) 341-3174 for Tree Protection & Mitigation.

Pre-Development Conference

A pre-development conference is not required prior to submitting a Final Plat application. However, the applicant may request one to discuss the project prior to formal application. A checklist for the pre-development conference is included in this chapter and is available online at:

http://www.roundrocktexas.gov/main/wp-content/uploads/2015/01/Presubmittal-Meeting-Request-Form.pdf

Please contact PDS (512) 218-5428 to schedule a pre-development conference for platting. Please forward items noted on the checklist to PDS well in advance of the scheduled conference to allow time for staff review and any associated research.

ROUND ROCK TEXAS
PLANNING AND DEVELOPMENT SERVICES

Presubmittal Meeting Request Form

Instructions: Forward the completed form to Roxanne Valadez via fax (512) 671-2751 or email (rvaladez@roundrocktexas.gov) to schedule a presubmittal meeting.

1) **Requested meeting date:**

2) **Choose one:**

   Legal Description, Address, or R# from Williamson County Appraisal District

3) **Proposed land use:**

4) **Contact Name:**

5) **Contact Phone:**

6) **Contact Email:**

7) **Project Owner's Name and Address:**

8) **Questions to be addressed:**

9) **Scope of work and City permitting steps to be discussed:**

The presubmittal meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications comments are to be expected that were not discussed at the meeting. Nor shall the date of the meeting be construed as the submittal date for the application

City of Round Rock, Texas

2016 - Planning and Zoning Commission Schedule

(Gray = 2015 and 2017 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*)
Sep 22	Sep 28	Oct 21	Nov 24
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 8	Dec 21	Jan 6	Feb 11
Only 1 meeting in January.			
Jan 5	Jan 15 (Fri)	Feb 3	Mar 10
Jan 19	Feb 1	Feb 17	Mar 24
Feb 2	Feb 12 (Fri)	Mar 2	Apr 14
Only 1 meeting in March due to Spring Break.			
Mar 8	Mar 21	Apr 6	May 12
Mar 22	Apr 4	Apr 20	May 26
Apr 5	Apr 18	May 4	Jun 9
Apr 19	May 2	May 18	Jun 23
May 3	May 16	Jun 1	Jul 14
May 17	May 30	Jun 15	Jul 14
Only 1 meeting in July due to the Independence Day Holiday			
Jun 21	Jul 1 (Fri)	Jul 20	Aug 25
Jul 5	Jul 18	Aug 3	Sep 8
Jul 19	Aug 1	Aug 17	Sep 22
Aug 9	Aug 22	Sep 7	Oct 13
Aug 23	Sept 2 (Fri)	Sep 21	Oct 27
Sep 6	Sep 19	Oct 5	Nov 10
Sep 20	Oct 3	Oct 19	Nov 22
Oct 4	Oct 17	Nov 1 (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.			

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.

To be considered 11-18-2015 by PZ.

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
Brad Wiseman, AICP, PDS Director 512-341-3321 bwiseman@roundrocktexas.gov

Planning Division

301 W. Bagdad, Suite 210, Round Rock, TX 78664 512-218-5428 Fax: 512-218-3286
Susan Brennan, AICP, Planning Manager 512-218-5425 sbrennan@roundrocktexas.gov

Platting Application Requirements, Review and Approval Process, Plat Recordation, Easement Dedications and Vacations, Parkland and Right-of-Way Donations by Deed

David Fowler, Senior Planner 512-218-5429 dfowler@roundrocktexas.gov
Veronica Chandler, Planning Tech 512-341-3320 vchandler@roundrocktexas.gov

Zoning & PUD Applications

Clyde von Rosenberg, AICP, Senior Planner 512-341-3174 cvonrosenberg@roundrocktexas.gov

Development Services Division (DSO)

301 W. Bagdad, Suite 140, Round Rock, TX 78664 512-218-7043 Fax: 512-671-2751
Aneil Naik, Dev. Serv. Manager 512-671-2753 anaik@roundrocktexas.gov

Forestry and Zoning Compliance

David Bost, Senior Planner 512-341-3175 dbost@roundrocktexas.gov
Kamie Fitzgerald, Planner 512-671-2702 kfitzgerald@roundrocktexas.gov

Floodplain & Drainage Requirements, Utilities, and Subdivision Improvements

Laton Carr, PE, Senior Engineer 512-218-3238 lcarr@roundrocktexas.gov
Jeff Brooks, Engineer Associate 512-341-3363 jbrooks@roundrocktexas.gov

Fiscal Posting, Easement Dedication and Construction Plan Close Out

Roxanne Valadez, Planning Tech 512-218-6658 rvaladez@roundrocktexas.gov

Transportation Department

2008 Enterprise Drive, Round Rock, TX 78664 512-218-7044 Fax: 512-218-3242

Transportation Requirements

Gerald Pohlmeyer, CIP Program Mgr. 512-218-5589 gpohlmeyer@roundrocktexas.gov

Parks and Recreation Department (PARD)

301 W. Bagdad, Suite 250, Round Rock, TX 78664 512-218-5540 Fax: 512-218-5548

Parkland Dedication, Trails, and Forestry in Existing Subdivisions

Katie Baker, Park Development Mgr. 512-341-3355 kbaker@roundrocktexas.gov
Emsud Horozovic, Forestry Manager 512-341-3350 ehorozovic@roundrocktexas.gov

Fire Department

203 Commerce Blvd., Round Rock, TX 78664 512- 218-5590 Fax: 512-218-5594

Fire Safety in Subdivision Design

Mark Selby, Prevention Division Captain 512-218-6633 selby@roundrocktexas.gov

Utility and Environmental Services Department

2008 Enterprise Drive, Round Rock, TX 78664 512-218-5556 Fax: 512-218-5563

Utility Planning and As-Built Plans

Michael Thane, Director 512-218-3236 mthane@roundrocktexas.gov
David Freireich, Engineering 512-671-2756 dfreireich@roundrocktexas.gov
Jimmy Vrabel, Senior Engineering Tech. 512-218-6604 jvrabel@roundrocktexas.gov
Ryan Beardmore, Senior Engineering Tech. 512-671-2752 rbeardmore@roundrocktexas.gov

Final Plat Application Requirements

- **Please note that Final Plat Applications must be submitted in person by the applicant or applicant's agent.** ***Applications submitted by a delivery service will NOT be accepted.***
- **Please note that the Final Plat will NOT be considered complete or filed** ***unless all the application requirements are met*****.**

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

paper pdf

____ ___ 1. Completed **Project Application** (included in the following pages of this packet).

____ ___ 2. Copy of Pre-Development meeting minutes or documentation of City staff's knowledge of project being submitted.

____ ___ 3. **Abstractor's Certificate/Ownership and Lien Certificate** - Shall state the names and addresses of all current owners and current lien holders of the property described in the Final Plat. The Abstractor's Certificate/Ownership and Lien Certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat;

____ ___ 4. **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;

____ ___ 5. **Deed(s)** - Identifying the owners of the property; Proof of signatory authority for corporations is required.

____ ___ 6. **Utility Service Letter –** Signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts; **OR** B) Stating there has been no change to the utility scenario since the previous submittal;

____ ___ 7. **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.19 which include provisions requiring 1:10,000 + 0.10 feet precision for monuments found or set within the corporate limits of any city in Texas;

____ ___ 8. **TIA Letter –** Written confirmation from the City of Round Rock, Transportation Department approving, deferring, or waiving a TIA, pursuant to the requirements of subsection 106 of Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended, (see the TIA information in this packet for additional information);

____ ___ 9. **Floodplain Study Resolved–** Written confirmation from the City of Round Rock Development Services Division that a Floodplain Study is not required or, if required, has been approved;

____ ___ 10. **Letter of Intent for Parkland Conveyance** - *City-approved* Letter of Intent (as info: any required Parkland Conveyance fees will be posted with the Parks Department prior to plat recordation);

____ ___ 11. **Phase I Environmental Assessment, if conveying parkland** - A current assessment according to federal standards, for the conveyed parkland, if acreage is proposed to be conveyed, and not provided with the Preliminary Plat;

____ ___ 12. **Tree Replacement** –Any required fiscal will be posted with the Development Services Office prior to plat recordation, or prior to subdivision construction plan acceptance.

____ ___ 13. **Utility Schematics –** Indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets.

____ ___ 14. **Drainage Schematics –** Indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets.

____ ___ 15. **Final Plat** - 5 full sized paper copies with the title of the subdivision appearing on the outside and folded to a 9" x 12" size and 1 paper copy reduced to 11" x 17";

_____ Signed and sealed by Engineer;

_____ Signed and sealed by Surveyor;

_____ If plat is in the ETJ, it must be signed by the FEMA Floodplain Administrator for Williamson County and may require WCCHD approval. (See "Platting in Round Rock's ETJ" in the Reference Section for additional information.);

____ **16. Digital Files** - 1-CD, that contains the following:

a) Items 1-13 listed above – in Adobe Acrobat pdf format

b) Utility Schematics (Item 11) - AutoCAD file (projectname_utilschem.dwg) of the utility schematics

c) Drainage Schematics (Item 12) 1 AutoCAD file (projectname_drainschem.dwg) of the drainage schematics

d) Final Plat (Item 13) in one of the following formats:

_____ 1 file in one of the following formats:

- AutoCAD (projectname_final.dwg),
- ESRI (projectname_final.shp), or
- MicroStation (projectname_final.dgn)

The file shall be georeferenced to the State Plane Grid Coordinate System – Texas Central zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.

_____ 1 file in Adobe Acrobat format (projectname_final.pdf)

_____ 1 file in Adobe Acrobat format reduced to 11"x17" (projectname_final11x17.pdf).

____ **17. Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Checks shall be made payable to the City of Round Rock and are based on the following:

Application Fee (base fee)		$ 500.00
Lot Fee:	Number of Lots _____ x $25	$_____
Legal Fee		$ 100.00
	TOTAL	**$**_____

Final Plat Content (must be shown on Plat)

1. Unique subdivision name. Must include "Final Plat" and Section or Phase if applicable.
2. All text, line work and hatching shall be legible.
3. North arrow on plat schematic
4. Schematic drawn at a scale 1″ = 100′
5. Scale bar and numeric scale
6. The following information shall appear **in ONE place on the FIRST sheet**:

   OWNERS: (if corporation include name)
   ACREAGE:
   SURVEYOR:
   NUMBER OF BLOCKS:
   LINEAR FEET OF NEW STREETS:
   SUBMITTAL DATE:
   DATE OF PLANNING AND ZONING COMMISSION REVIEW:
   BENCHMARK DESCRIPTION & ELEVATION
   ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."
   PATENT SURVEY:
   ENGINEER:
   NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."
7. Location map with north arrow
8. Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
9. A legend with all acronyms, line work and hatching defined
10. Boundary survey with bearings and distances; boundary shown in solid bold lines
11. Point of beginning labeled on plat and described in a metes and bounds description
12. Tie across adjacent streets to determine right-of-way width(s), with at least one end of the tie on the subject property.
13. Monumentation (review Monuments and Control Points Requirements packet)
14. Dashed lines showing:
    a) Adjacent subdivision lots (preliminary plat, final plat or recorded plat), with the name of the subdivision; and
    b) Adjacent unplatted property with names of landowners and acreage of property.
15. Show two points of vehicular access for plats containing more than 29 dwelling units.
16. If applicable, the following note shall appear: "A second point of access, meeting all criteria of the most recently adopted Fire Code, as amended, shall be required on all plats of residential subdivisions containing greater than 29 dwelling units."
17. Dashed lines showing adjacent streets, onsite and offsite easements.
18. Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan, as amended.

19. Label all ROW widths; Include complete curve and line data in a table, if applicable.
20. Streets: street names must be continuous from any adjacent subdivisions.
21. Lot and block lines
22. Numbers on all proposed lots and letters on proposed blocks
23. Dimensions for front, rear, and side lot lines
24. Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
25. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
26. Any land to be conveyed to the City of Round Rock, including, but not limited to parkland and drainage, shall require the following notation on the lot being conveyed: "To be conveyed by deed to the City of Round Rock". In addition, the plat shall contain the following note: "A deed conveying land to the City of Round Rock, referencing the Document No. of this final plat, shall be recorded."
27. Existing easements:
    a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
    b) The beneficiary of the easement must be included in the easement label.
    c) Bearing and distance calls are not listed for separate instrument easements.
    d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
    e) Copies of all existing easement documents (except those conveyed by a recorded plat) shall be provided.
28. Proposed easements:
    a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
    b) Provide bearing and distance calls for all proposed easements and label as "Hereby Conveyed". Identify the beneficiary of the easement.
    c) If conveying an easement by a separate instrument, identify the beneficiary of the easement and leave a space in the note for the document number.
29. Depiction of the ultimate 4% annual floodplain and ultimate 1% annual chance floodplain with unique line types. One or both of the following notes shall be added to the plat as applicable:
    a) If the ultimate 1% annual chance floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

        "No portion of this tract is encroached by the ultimate 1% annual chance floodplain."

    b) If the ultimate 1% annual chance floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 1% annual chance floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."

30. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend. One of the following notes shall be listed on the plat:

    a) "No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual chance floodplain as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for _____ County, Texas."

    Or:

    b) "A portion of this tract is encroached by special flood hazard areas inundated by the 1% annual chance floodplain as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for _____County, Texas."

31. Show the minimum finished floor elevations (FFE) for all lots adjacent to the floodplain, or a note that all slab elevations shall be a minimum of two feet (2') above the ultimate 1% annual chance floodplain.

32. All drainage easements and required off-site extensions shall be labeled as "drainage and storm sewer easements". If a drainage easement exists or is proposed, the following note shall be added to the plat:

    "No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon."

33. Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Section 121 of Chapter 36).

34. Plat note stating: Building setbacks shall be in accordance with Chapter 46, Zoning, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended.

35. Plat note stating: Sidewalks shall be constructed in accordance with Chapter 36, Subdivisions Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended, and with the Design and Construction Standards.

36. Plat note stating: A ten foot (10') PUE and sidewalk easement abutting and along the street side property line is hereby conveyed for all street side property lots shown hereon.

37. If applicable, a plat note stating: A fifteen foot (15') PUE and a ten foot (10') sidewalk easement abutting and along the street side property line is hereby conveyed for all lots abutting IH35 or SH45.

38. If applicable, a plat note stating: Subdivision walls shall be located and constructed in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, Texas, 2010 Edition, as amended.

39. Plat note stating: "This plat conforms to the Preliminary Plat approved by the Planning and Zoning Commission on ___[INSERT APPROVAL DATE]___."

40. Signed and sealed surveyor's certification.

41. Signed and sealed engineer's certification.

42. Current and complete ownership conveyance statement(s) with lien holder approval, if applicable and all appropriate signature blocks. Proof of signatory authority for corporations is required. **Note**: **Signature blocks** will **vary.** (See examples below.)

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

☐ Annexation ☐ Concept Plan ☐ Minor Plat ☐ Vacation (circle one: plat, easement or building line)

☐ Zoning ☐ Preliminary Plat ☐ Replat

☐ PUD ☐ Final Plat ☐ Amended Plat ☐ 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: _____

Signature Blocks for Corporate Entity

IF THERE ARE ***NO LIEN HOLDERS***:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume ___, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]
_____[signature]_____
[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
This instrument was acknowledged before me on the _____day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas
Printed Name: _____
My Commission Expires:

Signature Blocks for Corporate Entity

IF THERE *ARE* LIEN HOLDERS:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §
That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume ___, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]
_____
[Name of authorized officer]
[Title of officer]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
This instrument was acknowledged before me on the _____day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas
Printed Name:
My Commission Expires:

AND

STATE OF TEXAS §
COUNTY OF WILLIAMSON §
That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume ___, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

_____
(Name of Lien holder)
By:
_____, its_____
(Typed Name)

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
This instrument was acknowledged before me on the _____ day of _____, 20____, by, _____.
Notary Public, State of Texas
Printed Name:
My Commission Expires:

Signature Blocks for Natural Persons

IF THERE ARE ***NO LIEN HOLDERS***:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §
That I,_____ , as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number_____], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

_____
[Name of Owner]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
This instrument was acknowledged before me on the ____day of _____, 20 ____,
by _____ .

Notary Public, State of Texas
Printed Name: _____
My Commission Expires:

Signature Blocks for Natural Persons

IF THERE ***ARE*** LIEN HOLDERS:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §
That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number_____], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public be known as _____ subdivision.

_____[signature]____
[Name of Owner]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
This instrument was acknowledged before me on the ____day of _____, 20____,
By _____ .

Notary Public, State of Texas
Printed Name: _____
My Commission Expires:

AND

STATE OF TEXAS §
COUNTY OF WILLIAMSON §
That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number_____], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

_____
[Name of Lien holder]
By:
_____, its_____
[Typed Name]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
This instrument was acknowledged before me on the ____day of _____, 20____,
by _____ .

Notary Public, State of Texas
Printed Name:
My Commission Expires:

City of Round Rock Certification & Signature Block
(for Plats in ***Williamson County***)

Approved this _____ day of _____ , 201__ , by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

_____
David Pavliska, Chairman

City of Round Rock Certification & Signature Block
(for Plats in ***Travis County***)

Approved this _____ day of _____ , 201__ , by the City Planning and Zoning Commission of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Travis County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

_____
David Pavliska, Chairman

County Clerk Signature Block
(for Plats in ***Williamson County***)

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

THAT I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATION OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE
ON THE ___DAY OF_____ A.D., 201__ , AT _____ O'CLOCK ___M. AND

DULY RECORDED ON THE ___DAY OF _____, A.D., 201___ AT ____O'CLOCK ___M. IN THE PLAT RECORDS OF SAID COUNTY, IN DOCUMENT NO._____.

WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST ABOVE WRITTEN.

NANCY RISTER, CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

BY: _____
DEPUTY

County Clerk Signature Block
(for Plats in ***Travis County***)

STATE OF TEXAS §
COUNTY OF TRAVIS §

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK ____.M., DULY RECORDED ON THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK ____.M., OF SAID COUNTY AND STATE IN DOCUMENT NUMBER _____ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS _____ DAY OF _____, 20____, A.D.

DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS
_____
DEPUTY

Certificate, Signature, and Seal of the Licensed Surveyor who Prepared the Plat

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, 2010 Edition as amended.

_____ _____
Signature and Seal of Licensed Surveyor Date

Certificate, Signature, and Seal of a Registered Professional Engineer

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §
That I,_____, do hereby certify that the information contained on this plat complies with Chapter 36, Subdivisions, Code of Ordinances, City of Round Rock, 2010 Edition as amended, and the Design and Construction Standards adopted by the City of Round Rock, Texas.

_____ _____
Signature and Seal of Licensed Engineer Date

Letter of Intent

for Mandatory Parkland Conveyance

Parks & Recreation Department (PARD) 512-218-5540
Planning & Development Services Department (PDS) 512-218-5428

Project name: _____

Submission level: ☐ Concept Plan ☐ Preliminary Plat ☐ Final Plat

Project acreage: _____ (Proposed) Zoning: _____

Parkland Contribution

Parkland contribution requirements are given in the Code of Ordinances Sections 36-72 through 36-80, available online at https://www.municode.com/library/tx/round_rock. For further information regarding parkland conveyance, contact Park Development Mgr. Katie Baker, 512-341-3355, kbaker@roundrocktexas.gov.

Park Zone(s) for proposed project (refer to Park Zone map): _____

Number of park acres *required* to be conveyed: _____

Number of park acres *proposed* to be conveyed: _____

Proposed park improvements (list):

AND / OR

Amount required for Fee in Lieu of Parkland Conveyance: $_____

Property owner or authorized agent

Signature: _____

Printed Name: _____ Date: _____

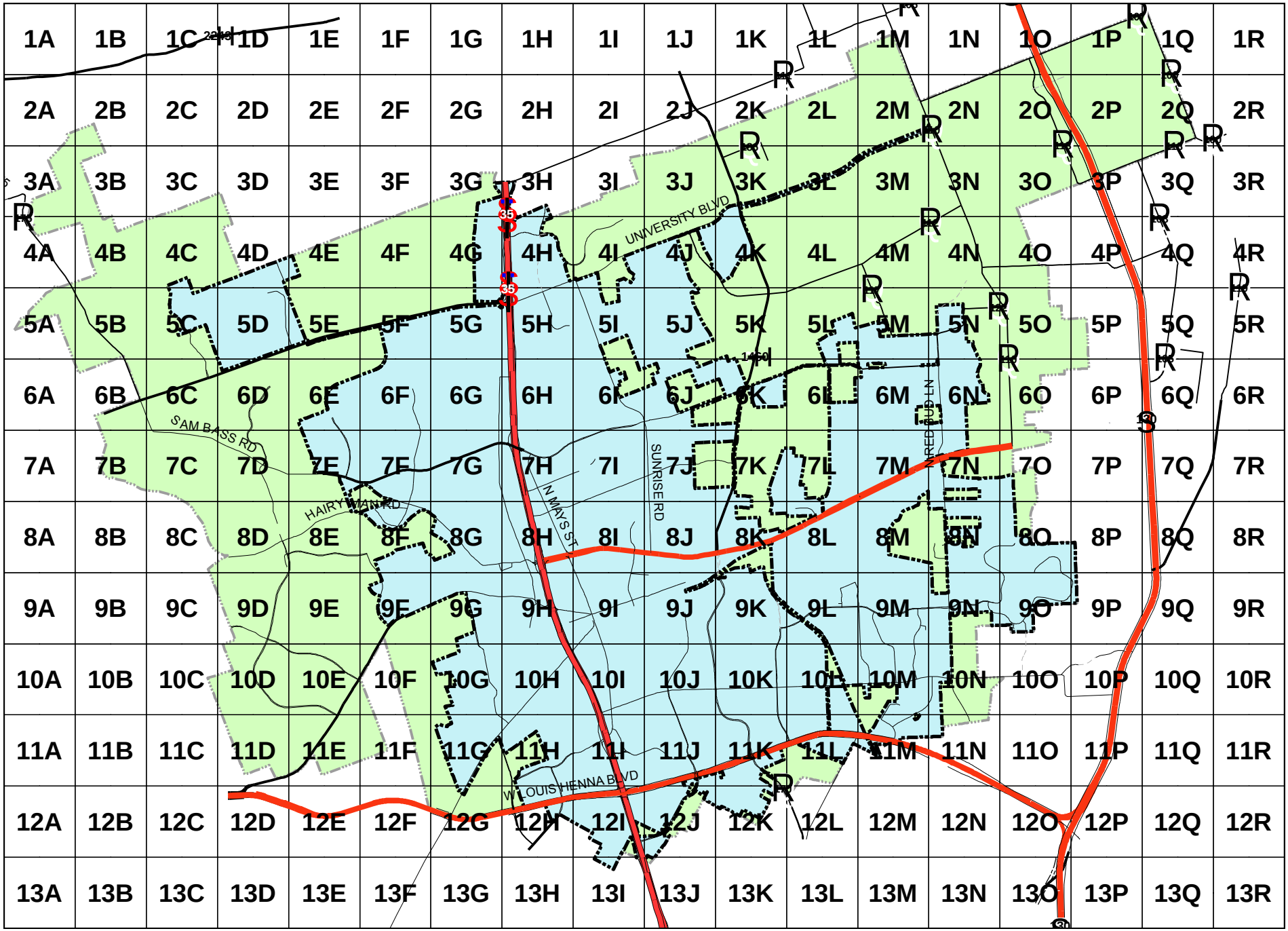
Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Approval of Intent

_____

Park Development Manager Date



Miles
0 0.5 1 2

Exhibit A - Park Zones

385.15 acres per zone

January 2007