



# Subdivision Development Donation Deed Application & Information Packet

*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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**Planning and Development Services Department  
City of Round Rock, Texas**

Updated November 27, 2018

# Donation Deed Application Requirements

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- Please note that Applications may be submitted in person by the applicant or applicant's agent, and may be sent via postal mail.
- Please note that the application will not be forwarded for action unless all application requirements have been met.

DOCUMENT REQUESTED: (Please check one.)

Parkland Donation Deed       Drainage Lot Donation Deed  
 Right-of-Way Donation Deed       Other \_\_\_\_\_

Please complete the necessary information on the following Project Information Sheet and Project Application and return the completed forms along with the required documents listed below and any applicable EXHIBITS to City of Round Rock Planning & Development Services Department.

A copy of the proposed or recorded Plat showing the area to be conveyed and relevant plat notes, if any. If property is being conveyed by a metes and bounds description, provide the exhibit listed below.

In order to verify proof of ownership, a deed will need to be provided showing the current owner of the property being conveyed.

If the ownership involves a corporation, a Corporate Resolution giving the officer authorization to convey the property is required. If not a corporation, proof of signatory authority.

A Title Policy covering the property to be conveyed for Parkland or Right-of-Way. A Title Policy if requested by legal or when improvements are required by the Development Services Office on Drainage Lot Deeds.

An Abstractor's Certificate/Ownership and Lien Certificate no older than 30 days covering the property if a Title Policy is not required.

Release of Lien, Partial Release of Lien or other documentation for the lot or tract of land being conveyed in order to remove all encumbrances and cure any defects to title, if any.

*\*\* Note: Before a lot or tract of land is accepted or released by the City, the lot must be free and clear of all encumbrances. \*\**

Exhibits -- Field notes and sketch providing legal description of the property being conveyed if the property has not been platted.

1 CD containing **Digital Field Notes and Sketch** matching the original paper field notes. Provide versions in the following formats:

Adobe Acrobat Reader (.pdf)  
AutoCad (.dwg)

*Note: Files 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, State Plane or Latitude/Longitude. 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.*



# 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  
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## 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: \_\_\_\_\_



# Donation Deed

## Project Information Sheet

Planning & Development Services Department (PDS) 512-218-5428

**Project Name:** \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

### Deed Information

Name of owner/officer signing deed: \_\_\_\_\_

County of residence: \_\_\_\_\_

### Property & Legal Description

Address: \_\_\_\_\_

Tax Appraisal Dist. ID# (s): \_\_\_\_\_

Subdivision: \_\_\_\_\_

Phase: \_\_\_\_\_ Section: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Cabinet/Slide or Document #: \_\_\_\_\_

**- OR -**

Survey Name & Abstract #: \_\_\_\_\_

To be donated: Square feet: \_\_\_\_\_ Acres: \_\_\_\_\_

### Owner Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm name (if applicable); \_\_\_\_\_

Firm address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant's Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm name (if applicable); \_\_\_\_\_

Firm address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### City of Round Rock Information

Council or P&Z Date (if applicable): \_\_\_\_\_

Staff person requesting deed \_\_\_\_\_

Staff person phone #: \_\_\_\_\_

# 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 Valadez, Senior Engineering Tech.	512-218-6658	<a href="mailto:valadez@roundrocktexas.gov">valadez@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, Planner Veronica Chandler, Planning Tech	512-218-5429 512-341-3320	<a href="mailto:jenriquez@roundrocktexas.gov">jenriquez@roundrocktexas.gov</a> <a href="mailto:vchandler@roundrocktexas.gov">vchandler@roundrocktexas.gov</a>
<b>Presubmittal Meetings</b> Cecilia Chapa, Planning Tech Savina McCarter, Planning Tech	512-218-5428	<a href="mailto:pdsintake@roundrocktexas.gov">pdsintake@roundrocktexas.gov</a>
<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 (PAR)</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>