



Subdivision Development Plat Recordation Information & Procedures

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 26, 2018

Important Notes about Plat Recordation

- 1) Recordation packets must be submitted in person. A completeness check must be performed at the time of submittal. Couriered applications will be returned by mail the following business day.
- 2) The application and supporting documents must be originals. Copies or electronic versions cannot be accepted.
- 3) The City's recordation review process takes an average of **ten (10) business days** after a complete and accurate packet of recordation materials is submitted to the Planning Department. Please note, if property is conveyed or conveyed by separate document to the City (e.g., drainage easements, parkland conveyance deeds, etc.), allow **an additional fifteen (15) business days** for the City's legal staff to draft these documents. Donation Deed applications must be submitted prior to submitting for recordation. Applications for recordation will not be accepted until the deed process (Step 2) is completed (if necessary).
- 4) Williamson and Travis County Clerks will review Plats and related materials when they are presented for recording. It is the applicant's responsibility to ensure all County Clerk's requirements have been satisfied.
- 5) The Planning Director or designee shall obtain the required City signatures on the Plat.
- 6) The official copy of the Recorded Plat shall be maintained at the Office of the County Clerk.

Plat Recordation Process

Step 1 – Pre-Recordation

In order for the approved Plat to be recorded,

_____ The plat must satisfy ALL conditions of the Planning & Zoning Commission's approval;

_____ The plat **must include notarized signature(s) of**

_____ All current owners;

_____ All current lien holders, if any

The Applicant is responsible for ensuring all obligations from the following departments have been satisfied:

_____ Planning & Development Services Dept. (PDS): Prior to submitting your plat recordation packet, please contact the Planning & Development Services Department at 512-218-5428 for all development-related fees and documents which may be required prior to plat recordation. These may include: Fiscal, Oversize Fee(s), Regional Detention Fees, Offsite Easements, and/or Subdivision Improvement Permit Approval.

_____ Parks & Recreation Dept. (PARD): Please contact the Parks & Recreation Department at 512-218-5540 to verify any Parkland Fees or Parkland Donation Deed requirements have been satisfied. See Step 2, below:

Step 2 – Plats Requiring Donation Deeds

* If property **will not be conveyed** to the City in conjunction with the plat, skip this step.

* If a right-of-way donation deed, parkland donation deed, drainage lot deed, etc. is associated with this plat, **the applicant must complete the following process before moving to Step 3.**

- a) Provide the exhibits required by the Donation Deed Application
- b) The City Attorney will review the packet and prepare a deed for the conveyance. **Please note: This review and preparation process may take two to three weeks.**
- c) The Planning & Development Services Department will forward the prepared deed to the applicant for signature.

Note: Steps 1 and 2 can be initiated simultaneously. However, you must complete Steps 1 and 2 before moving to Step 3.

Step 3 – Recordation Check List

The Applicant must submit this check list with the following recordation materials to a Planner or Planning Technician in the Planning & Development Services Department. When all the items listed below have been assembled, please contact the Planning & Development Services Department to schedule a packet completeness review.

- _____ Signed application form (see Recordation Application form in the following pages);
- _____ Completed and signed (by property owner or authorized agent and PARD Director) Letter of Acceptance for Mandatory Parkland Conveyance (see form in the following pages);
- _____ If applicable, an applicant-executed (signed and notarized, but not recorded) deed for the conveyance of property as prepared by the City Attorney in Step 2;
 - _____ A deed for any parkland conveyance or cash contribution in lieu of parkland conveyance, if applicable. If the final plat is a phase of the total tract to be platted and it does not include the parkland to be conveyed, the developer must provide a temporary access easement to the parkland acceptable to the city in a form approved by the city attorney;
 - _____ A title insurance policy, naming the city as the holder, covering the parkland to be conveyed;
 - _____ A deed for drainage, right-of-way and/or detention lots to be conveyed to the city or a Homeowners Association as applicable;
- _____ An Abstractor's Certificate/Ownership and Lien Certificate, which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable; A “Nothing Further” certificate will only suffice if the original Abstractor’s Certificate/Ownership and Lien Certificate is submitted simultaneously;
- _____ Current original tax certificates: County, City and Schools. The City of Round Rock’s and Round Rock Independent School District’s tax information is included on the tax certificate from Williamson County. NOTE: During the month of January, tax certificates showing monies owed for the prior year need to be accompanied with a receipt of taxes paid in full;
- _____ Original Williamson County affidavit certifying tax certificates for each owner (see Affidavit for Recordation form, in following pages);

Fees:

- _____ City of Round Rock GIS recording fee and fees for preparing reproducible drawings required to record the Plat (by check made payable to “City of Round Rock”);

_____ The prescribed County recordation fees (by check made payable to “Williamson County” and/or “Travis County”, whichever is applicable);

**** All items must be submitted as a set and will be subject to a completeness check ****

If you have further questions about the recordation process, please contact the Planning & Development Services Department at 512-218-5428.



MEMORANDUM

TO: Development Community

FROM: Planning & Development Services Department
City of Round Rock

DATE: September 1, 2013

SUBJECT: Recordation Fees

Please refer to the following tables for the appropriate check amounts and payable information.

City of Round Rock recording fees:

- Mylar reproduction fee: \$10.00 per page
- GIS fee: \$25.00 per lot

Please make the check payable to "City of Round Rock."

Williamson County recording fees: (revised 9/1/2013)

Plat Size	1 page	2 pages	3 pages	4 pages	5 pages
Amount	\$91.00	\$166.00	\$241.00	\$316.00	\$391.00

Please make the check payable to "Williamson County." Checks more than 60 days old will not be accepted.

Please share this information with the appropriate individuals within your organization. Thank you for your cooperation in this matter.



Recordation Application

for Plats in the City of Round Rock

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

Subdivision/Plat Information

(attach additional sheets as needed)

Name: _____

Total # of Lots: _____ Acreage: _____

Legal Description: _____

Property Owner (s): _____

Lien Holder (s): _____

Applicant/Primary Contact

Name: _____

Firm/Agency: _____

Address: _____

Ph: _____ Fax: _____ Email: _____

Applicant Signature

This is to certify that the materials submitted for plat recordation are complete and correct. Ownership and/or lien holder information as listed on the plat is accurate as of the date of this application and as of the date of plat recordation.

Signature: _____

Print name: _____ Date: _____

AFFIDAVIT FOR RECORDATION

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is _____. I am over the age of eighteen years.
_____ (the “Owner”, whether one or more) is/are the sole owner(s)
of the property described in the plat of the subdivision to be known as _____
_____ (the “Subdivision”). I am the Owner or authorized representative of the Owner.
The original tax certificate(s) attached to the plat of the Subdivision describe all of the property
contained within the Subdivision and all taxing entities with jurisdiction over the Subdivision.”

(Signature)

(Printed Name)

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the _____ day of _____, 20____.

NOTARY PUBLIC in and for the State of Texas

SEAL

My commission expires: _____



Letter of Acceptance for Mandatory Parkland Conveyance

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

Project name: _____

Project acreage: _____ (Proposed) Zoning: _____

Property owner or authorized agent

Name: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Parkland Contribution

Parkland contribution requirements are given in the Zoning & Development Code Sections 4-61 through 4-69, 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 to be conveyed: _____

AND / OR

Amount for Fee in Lieu of Parkland Conveyance to be paid: \$ _____

Other improvements or items related to Parkland Conveyance (list):

Signature of Property Owner or Authorized Agent Date

Signature of Acceptance by PAR Director Date

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 Valadez, Senior Engineering Tech.	512-218-6658	valadez@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, Planner Veronica Chandler, Planning Tech	512-218-5429 512-341-3320	jenriquez@roundrocktexas.gov vchandler@roundrocktexas.gov
Presubmittal Meetings Cecilia Chapa, Planning Tech Savina McCarter, Planning Tech	512-218-5428	pdsintake@roundrocktexas.gov
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 (PARD)</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