



Subdivision Development Plat Vacation

Application 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 January 25, 2019

Plat Vacation

The Applicant shall submit a Plat Vacation application to the Planning and Development Services Department (PDS) for approval by the Planning & Zoning Commission as permitted and in compliance with Section 212.013 of the Texas Local Government Code, as amended. The purpose of a Plat Vacation is to nullify a portion of or the entire previously recorded plat.

Plat Vacation Application Requirements

The Applicant shall submit a plat vacation application that includes all the following:

_____ Signed and Completed **Project Application** (included in this packet)

_____ A **letter** from the Applicant to the PDS Director explaining the reason for the vacation

_____ A copy of the property deed(s), which identifies the owner(s) of the property. If Applicant is not the owner, then a letter granting the owner's permission to apply for the vacation is required

_____ An **Abstractor's Certificate/Ownership and Lien Certificate** which shall state the names and addresses of all current owners and lien holders of the property described in the vacating document. The Abstractor's Certificate/Ownership and Lien Certificate shall be dated no earlier than thirty (30) days prior to the submission of the plat vacation application.

_____ Completed, signed and acknowledged **plat vacation request(s) and approval(s)** from all utility providers and the signature of the PDS Engineering Manager if public rights-of-way or easements are being vacated and the signatures of any additional entities authorized to use the easement (see "Forms" section).

_____ **Payment of fees:** In accordance with the fee schedule adopted by City Council. Checks shall be made payable to the City of Round Rock and are based on the following:

Application Fee	\$500.00
Legal Fee	\$ 50.00
<hr/>	<hr/>
TOTAL	\$550.00

_____ 2 copies of the **recorded plat** reduced to 8½" x 11" inch letter size (per county requirements)

_____ Digital Versions - in Adobe Acrobat pdf format - of the Above Requirements

PLEASE NOTE:

A vacation of plat is not guaranteed. If one of the utility providers refuses to grant the vacation, then you may, at your own expense, attempt to negotiate with the utility company.



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: _____

TEMPLATE: Plat Vacation Request

*Return Completed and Signed Form to the
CoRR Planning and Development Services Department
301 W. Bagdad Ave, Suite 210, Round Rock, TX 78664*

Date

Chair
Planning & Zoning Commission
City of Round Rock, Texas
221 E. Main Street
Round Rock, Texas 78664

RE: Proposed vacation of BLOCK, LOTS, PLAT NAME pursuant to Section 212.013 of the Texas Local Government Code.

Dear Chairman Pavliska,

The purpose of this request is to vacate BLOCK, LOTS, PLAT NAME, as recorded in Document No. ___ Official Public Records (or Cabinet and Slide, Deed/Plat Records) of Williamson County. After a thorough examination, the respective suppliers of utility services have no objection to this vacation and understand that the vacation of this plat vacates the subdivision in its entirety including all lots, easements and rights-of-way, and have indicated their agreement by signing below. Thank you for considering this request.

Sincerely,

Applicant
(Phone Number)

I have reviewed the above proposal for utility service purposes and street rights-of-way requirements and I have no objections to the vacation of the entire plat including easements and rights-of-way.

_____ Name Oncor Round Rock District	_____ Phone	_____ Name AT&T (formerly SBC)	_____ Phone
_____ Name ATMOS Energy Round Rock District	_____ Phone	_____ Name Charter Communications (formerly Time Warner Cable)	_____ Phone
_____ Michael Thane, P.E. Utility & Environmental Services Director City of Round Rock	_____ 512-218-3236	_____ Laton Carr, P.E. Engineering Manager Planning & Development Services, City of Round Rock	_____ 512-218-3238
_____ Brad Wiseman, AICP PDS Director City of Round Rock	_____ 512-341-3321		

TEMPLATE: Plat Vacation Release

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

VACATION OF SUBDIVISION, TO WIT:
VACATION OF _____ [Name of Subdivision] _____
RECORDED IN DOCUMENT No. _____
or CABINET _____, SLIDES _____ OFFICIAL
PUBLIC RECORDS (DEED or PLAT RECORDS) OF
WILLIAMSON COUNTY, TEXAS

WHEREAS, _____ [Name of Owner] _____, Owner of _____ acres of land out of the _____ Survey, Abstract No. _____ situated in the City of Round Rock, Texas, did subdivide said _____ acres of land to be known as [Name of Subdivision] _____, and, after obtaining acceptance and approval of said Subdivision Plat by the Planning and Zoning Commission of the City of Round Rock, Texas did file the Plat for record in Cabinet _____, Slides _____ [or Document Number], of the Plat Records of said Williamson County, Texas, and

WHEREAS, _____ [Name of Owner] _____, gained ownership of all lots within [Name of Subdivision] _____, Williamson County, Texas, by virtue of that particular Deed dated _____, Document No. _____ of the Official Records of Williamson County, Texas, and

WHEREAS, _____ [Name of Owner] _____, being the owner of all lots within the subdivision, now desires to vacate the Subdivision Plat in its entirety; and

WHEREAS, the City finds that no actual appropriation of any proposed conveyance shown on said Subdivision Plat by entry, use or improvement which would be disturbed by this vacation has been made, and such vacation is authorized by law, and

WHEREAS, on the _____ day of _____, 201_, the Planning and Zoning Commission of the City of Round Rock, Texas, at its regular meeting, did approve the vacation of that certain subdivision plat called [Name of Subdivision] _____, of record in Cabinet _____, Slides _____ [or Document Number], of the Plat Records of Williamson County upon application thereof by [Name of Owner] _____, the owner and proprietor of all land covered thereby, NOW THEREFORE

The Planning and Zoning Commission of the City of Round Rock, Texas does by these presents hereby declare that:

The above recitals are true and correct and that the _____ [Name of Subdivision] _____, recorded in Cabinet _____, Slides _____ [or Document Number], of the Plat Records of Williamson County, Texas, to be vacated and canceled.

EXECUTED THIS THE _____ day of _____, 201_.

VACATION OF SUBDIVISION: _____ [Name of Subdivision] _____
(Page 2)

DAVID PAVLISKA, Chairman
Planning and Zoning Commission
City of Round Rock, Texas

CRAIG MORGAN, Mayor
City of Round Rock, Texas

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared David Pavliska, known to me to be the person whose name is subscribed to the foregoing instrument as Chairman of the Planning and Zoning Commission of the City of Round Rock, Texas, a municipal corporation, and he acknowledged to me that he executed the same for the purposes and considerations therein expressed, in the capacity therein stated.

GIVEN UNDER MY HAND SEAL OF OFFICE, this the _____ day of _____, 201_.

Notary Public Signature
State of Texas

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 (PAR)</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