



Subdivision Development Concept Plan

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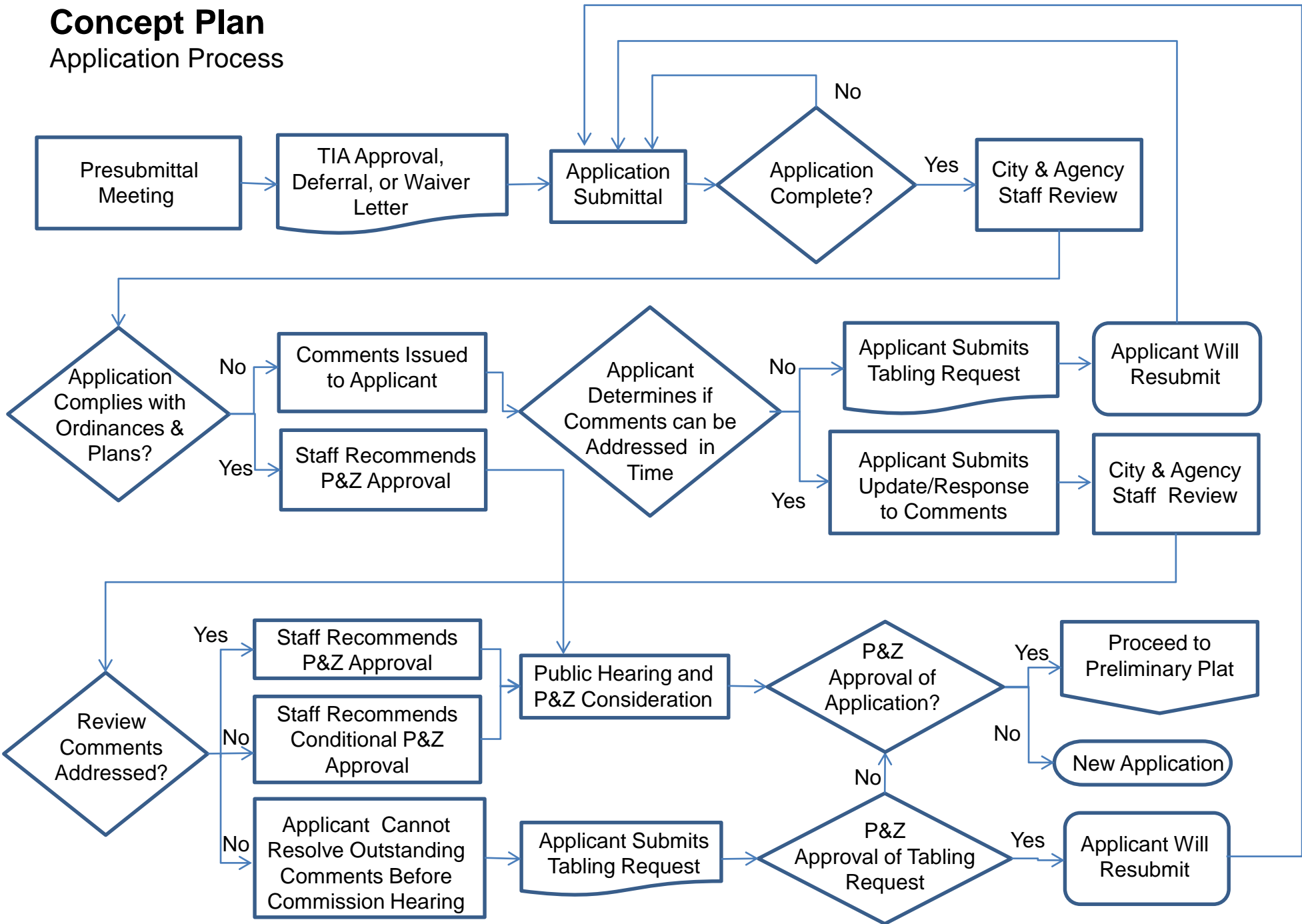
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**Planning and Development Services Department
City of Round Rock, Texas**

March 21, 2019

Concept Plan

Application Process



Subdivision Concept Plan

This section of the Development Packet consists of information and required forms for Subdivision Concept Plan applications.

The purpose of a Concept Plan is to present a layout of a proposed subdivision or addition. The intent is to facilitate the review of the proposal in accordance with General Plan policies and, where applicable, concurrent review by the Planning and Zoning Commission for original zoning. In addition, the purpose of a Concept Plan is to allow review of availability of utilities, streets, and adequate drainage.

The Applicant shall submit a Concept Plan of the proposed subdivision or addition prior to the submission of a preliminary plat application for approval by the planning and zoning commission, when the proposed subdivision or addition includes any of the following: contains more than twenty acres or is contained within a parent tract which contains more than twenty acres; or proposes to create a new public street connection to a freeway, highway, or designated arterial roadway in the regional transportation network. Where a Concept Plan is not required, a preliminary plat or minor final plat may still be required.

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

Concept Plan Review Process

The initial step in submitting an application is a Presubmittal Conference (see below). An application is subsequently submitted on the Official Filing Date and reviewed for completeness (see attached Concept Plan Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Plan Content). Comments generated during that review are forwarded to the Applicant within 10 calendar days.

The Applicant has approximately one week to respond to comments. After the Applicant has completed the requested modifications or otherwise addressed review comments, an updated plan, specified number of paper copies, and supporting materials shall be submitted to Planning and Development Services (PDS) for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Zoning Commission approve the application. Concept plans do not require subsequent City Council approval. If the Plan is accompanied by a request for zoning, the zoning request must be approved by the City Council after it has been considered by the Planning and Zoning Commission.

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 Concept Plan must be satisfied prior to submittal of an associated Preliminary Plat, or within 45 days of approval by the Planning and Zoning Commission, whichever occurs first.

Approved Concept Plans shall expire two years after approval by the Planning and Zoning Commission. If an associated approved Preliminary Plat expires, the Concept Plan shall also be deemed expired.

Deadlines and Meeting Dates

Applications for Concept Plans (whether original or revised) 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 section and is available online at

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

Zoning and Development Code Standards

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 the Code Of Ordinances, City of Round Rock, **Part III, Zoning and Development Code, 2018, as amended**. Please review applicable chapters of the Zoning and Development Code and adopted Standards prior to application submittal.

The Zoning and Development Code is available online at:

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

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

<https://www.roundrocktexas.gov/departments/transportation/dacs/>

Traffic Impact Analysis (TIA)

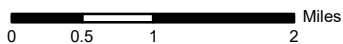
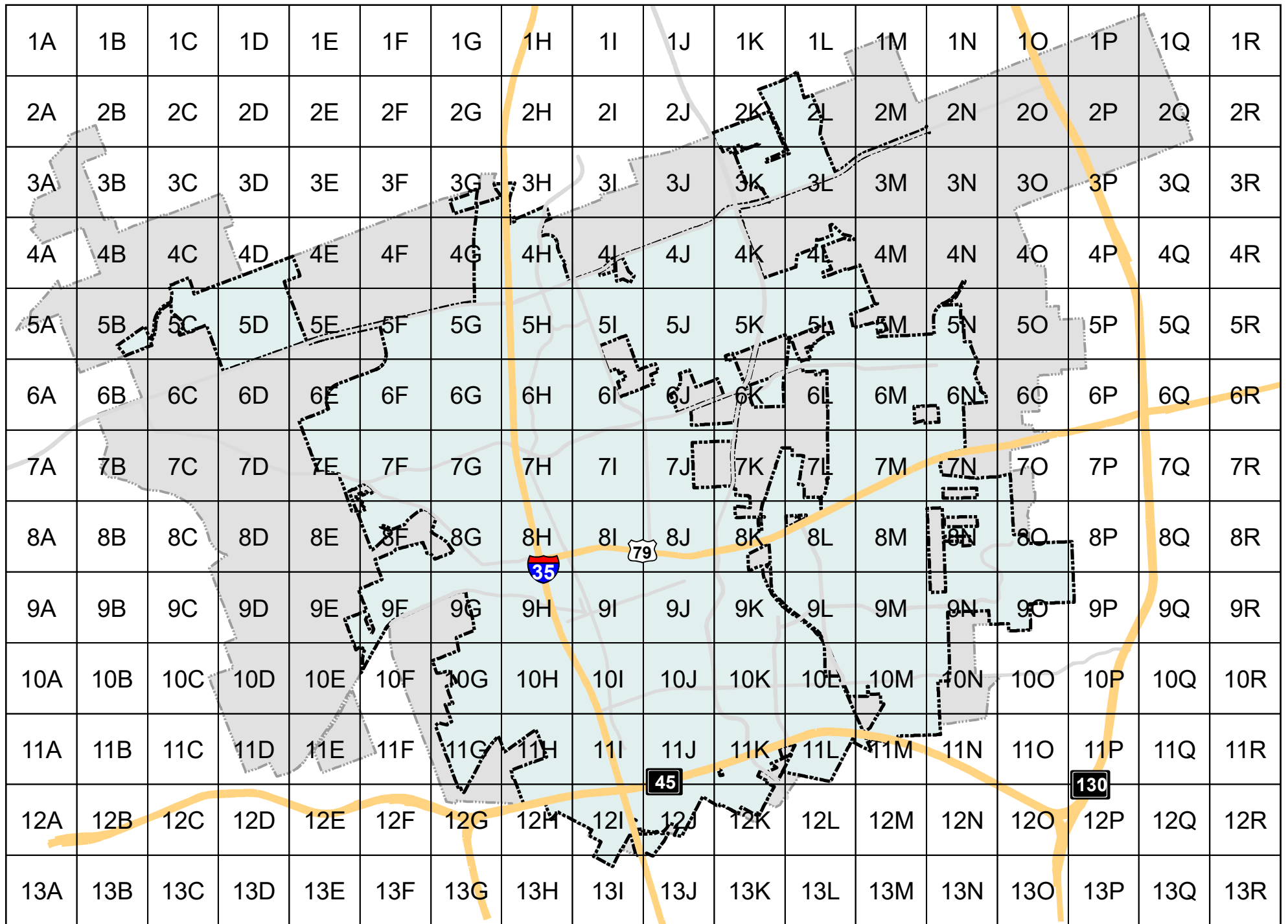
Prior to submission of a Concept Plan the Applicant must contact the City of Round Rock Department of Transportation and ascertain whether a Traffic Impact Analysis (TIA) will be required (refer to Staff Contacts listed at the end of this packet), prior to preparing or submitting a TIA. Prior to submitting a Concept Plan application, the Applicant must demonstrate the TIA was approved, deferred, or waived.

Parkland Conveyance

It shall be required that a Developer of any Subdivision or Addition set aside and convey to the public sufficient and suitable lands within the Subdivision or Addition for the purpose of parkland or contribute cash in lieu of land conveyance or combination thereof as determined by the Planning and Zoning Commission upon the recommendation of the Parks Director. The Parkland Fees can be found in Appendix A of the Code of Ordinances.

Prior to recording the Final Plat, the Developer shall deliver to PDS an executed deed, in a form approved by the City Attorney, conveying parkland shown on the Final Plat as approved by the Planning and Zoning Commission or approved fee in lieu thereof (see also the Donation Deed Packet).

A Letter of Intent for parkland conveyance or fee in lieu of (see attached) is required at the time of Concept Plan application. If you have questions regarding parkland conveyance, please contact the Parks and Recreation Department (refer to Staff Contacts listed at the end of this packet).



Park Zones

385.49 acres per zone
December 2018

Floodplain Study Requirement

A floodplain study may be required as part of the development process. If a floodplain study is required, that study must be approved prior to submittal of the Preliminary Plat application. The requirement of a floodplain study will be determined at the Presubmittal Meeting.

Presubmittal Meeting

Prior to submitting an application, the Applicant must schedule a presubmittal meeting with PDS to discuss the proposed development. A [Presubmittal 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 a presubmittal meeting for platting. Please forward any items to PDS with your request, or five days in advance of the scheduled meeting, to allow time for staff review and any associated research.

During or after the Presubmittal Meeting and before submitting an application, the Applicant must verify the deadline for filing an application with Planning and Development Services (PDS) and the date of the Planning and Zoning Commission meeting.

Concept Plan Application Requirements

- Please note that Concept Plan 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 Concept Plan will NOT be considered complete or filed unless all the application requirements listed below are met.

The Applicant shall submit a Concept Plan application that contains **1 paper and 1 digital (pdf) copy of the following**, unless otherwise noted:

paper pdf

- ___ ___ 1. Completed **Project Application** (included in this packet);
- ___ ___ 2. Copy of **Presubmittal meeting minutes**;
- ___ ___ 3. **Location map** - Map showing the subject property with 300-foot line drawn around the property proposed for the Concept Plan with a key referencing the list provided in the following;
- ___ ___ 4. **Surrounding Property** - List of all property owners within 300 feet of the proposed tract with addresses as recorded on the current tax roll. Provide one set of prepared envelope labels listing owner and owner's address to notify affected property owners;
- ___ ___ 5. **Annexation Petition Commitment Letter** - If the property is not within City limits, a commitment letter stating that an annexation petition shall be provided upon the request by the Director of PDS. See Annexation Packet for details;
- ___ ___ 6. **Utility Service and Drainage Letter & Schematics** - Signed and sealed letter from the Applicant's Engineer describing how the subdivision will be served by water and wastewater; how the utilities will interface with adjacent tracts; and how the site will be served with drainage or stormwater infrastructure;
- ___ ___ 7. **TIA Letter** - Written confirmation from the City of Round Rock, Transportation Department approving, deferring, or waiving a TIA;
- ___ ___ 8. **Concept Plan** - 3 full-size copies of the Concept Plan, folded to 9" x 12" with the title appearing on the outside, and one copy reduced to 11" x 17";
- ___ ___ 9. **Letter of Intent for Parkland Conveyance** - Applicant proposal on City form. Complete City form (see attached);
- ___ 10. **Digital Files** 1 CD/Thumb Drive that contains the following:
 - a) **Submittal documents (Items 1-8)** - in Adobe Acrobat pdf format.
 - b) **Utility Schematics (Item 6)** - AutoCAD file (projectname_utilschem.dwg) of the utility schematics
 - c) **Concept Plan (Item 10):**
 - ___ 1 file in one of the following formats:

- AutoCAD (projectname_concept.dwg),
- ESRI (projectname_concept.shp), or
- MicroStation (projectname_concept.dgn) Follow up with GIS/utilities

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_concept.pdf)

_____ 1 file in Adobe Acrobat format reduced to 11"x17"
(projectname_concept11x17.pdf).

d) **Existing Easements:**

_____ 1 PDF file for each existing easement on the plan

___ 11. **Notification Fees and Process -**

- Location map** - Map showing the subject property with a 300-foot buffer drawn around the subject perimeter.
- The **list of all property owners** within the 300-foot buffer with mailing addresses as recorded on the current tax roll.
- Provide one set of prepared **envelope labels** listing owner and owner's mailing address to notify affected property owners; and On-site public hearing sign(s) installed by Applicant as per instruction sheet.

___ 12. **Payment of fees:** Checks shall be made payable to the City of Round Rock In accordance with the fee schedule adopted by City Council.

Application Fee (base fee)		\$ _____ 500.00
Lot Fee:	Number of Lots _____ x \$25	\$ _____
Legal Fee		\$ _____ 100.00
Notification Fees:		
Public hearing notice published in newspaper		\$ _____ 150.00
Number of mailed notices _____ x \$1.00		\$ _____
<i>(One notice per owner of properties within 300 ft. of subject property)</i>		
On-site public hearing signs _____ x \$20		\$ _____
<i>(One sign required; additional signs may be required)</i>		
TOTAL		\$ _____

Concept Plan Content *(must be shown on Plan)*

1. Unique Subdivision name; title must include the word "Revised" if Concept Plan has changed after Planning & Zoning Commission approval.
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 must appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - SURVEYOR:
 - SUBMITTAL DATE:
 - DATE OF PLANNING AND ZONING COMMISSION REVIEW:
 - BENCHMARK DESCRIPTION & ELEVATION WITH VERTICAL DATUM AND GEOID:
 - PATENT SURVEY:
 - ENGINEER:
7. Location map with north arrow
8. A legend with all acronyms, line work and hatching defined
9. Phasing clearly defined (if applicable)
10. Boundary survey with bearings and distances; boundary shown in solid bold lines
11. Transportation network: show collector level and higher streets within the site. Street layout and right-of-way must reflect the City of Round Rock Transportation Master Plan, as amended. Indicate all proposed public street connection points to existing roadways. Include a note with the following: "Proposed public street connection points are subject to approval on preliminary plat."
12. Dashed lines showing:
 - a) Adjacent subdivision lots (preliminary plat, final plat or recorded plat), with the name of the subdivision
 - b) Adjacent unplatted property with names of landowners and acreage of property
 - c) Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel
 - d) Adjacent streets
13. 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."

14. Existing easements:
 - a) All existing easements encumbering the property must 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) Existing blanket, undefined, or unlocatable easements must be referenced in a note on the plan
15. Depiction of the ultimate 4% annual chance floodplain and ultimate 1% annual chance floodplain with unique line types, if known.
16. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend.
17. Depiction of natural features including caves/karst buffers with hatching or shading in the legend.



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: _____



Letter of Intent for Mandatory Parkland Conveyance

Parks & Recreation Department (PAR) 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 Zoning and Development Code Sections 4-61 through 4-69, available online at https://library.municode.com/tx/round_rock/codes/code_of_ordinances. 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

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 (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