



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 May 2, 2022

Donation Deed Application Requirements

- 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)

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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

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 Technician	512-218-6658	rflores@roundrocktexas.gov
Encroachment Agreements		
Veronica Chandler, Planner	512-341-3320	vchandler@roundrocktexas.gov
Floodplain and Drainage Requirements		
Jeff Brooks, Staff Engineer	512-341-3363	jbrooks@roundrocktexas.gov
Forestry and Landscaping		
Lindsay Darden, Senior Planner	512-218-5429	ldarden@roundrocktexas.gov
Historic Preservation		
Joelle Jordan, Principal Planner	512-218-5422	jjordan@roundrocktexas.gov
Platting Application Requirements, Review and Approval Process, and Plat Recordation		
Matt Johnson, Senior Planner	512-341-3327	mjohnson@roundrocktexas.gov
Cecilia Chapa, Development Technician	512-671-2727	cchapa@roundrocktexas.gov
Presubmittal Meetings	512-218-5428	pdsintake@roundrocktexas.gov
Savina McCarter, Development Technician Jasmine Macias, Development Technician		
Project Closeout		
Hazel Sherrod, Development Technician	512-341-3161	hsherrod@roundrocktexas.gov
Signs		
Veronica Chandler, Planner	512-341-3320	vchandler@roundrocktexas.gov
Utilities and Subdivision Improvements		
Jeff Brooks, Staff Engineer	512-341-3363	jbrooks@roundrocktexas.gov
Zoning and PUD Applications, Annexation		
Clyde von Rosenberg, 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		
Dennis Kincheloe, Battalion Chief/Fire Marshal	512-218-6632	dkincheloe@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>		
3400 Sunrise Road, Round Rock, TX 78664	512-218-7044	Fax: 512-218-3242
Transportation Requirements		
Ed Polasek, Transportation Senior Planner	512-341-3167	epolasek@roundrocktexas.gov