



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 May 2, 2022

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

- Annexation Concept Plan Minor Plat Vacation (circle one: plat,
- Zoning Preliminary Plat Replat easement or building line)
- PUD Final Plat Amended Plat 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 Henderson,

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	Phone
Oncor	
Round Rock District	

Name	Phone
AT&T (formerly SBC)	

Name	Phone
ATMOS Energy Round	
Rock District	

Name	Phone
Charter Communications	
(formerly Time Warner Cable)	

Michael Thane, P.E.	512-218-3236
Utility & Environmental	
Services Director City of	
Round Rock	

Laton Carr, P.E.	512-218-3238
Engineering Manager	
Planning & Development	
Services, City of Round Rock	

Brad Wiseman, AICP	512-341-3321
PDS Director	
City of Round Rock	

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 _____, 20____, 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 _____, 20____.

VACATION OF SUBDIVISION: _____ **[Name of Subdivision]** _____
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JENNIFER HENDERSON,
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 Jennifer Henderson, 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 _____, 20____.

Notary Public Signature
State of Texas

VACATION OF SUBDIVISION: _____ [Name of Subdivision] _____
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THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared Craig Morgan, known to me to be the person whose name is subscribed to the foregoing instrument as Mayor 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 _____, 20__.

Notary Public Signature
State of Texas

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared [Name of Owner] _____, known to me to be the person whose name is subscribed to the foregoing instrument, 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 _____, 20__.

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 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 (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>		
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