



Site Development Permit

Application Information & Procedures

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Development Packet for Site Development Permits

This Development packet includes the procedural information, checklists, and forms necessary for obtaining site development permit approval through Planning and Development Services (PDS).

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Welcome to Planning & Development Services!

The City of Round Rock has designed a development process with goals of efficiency and customer service. Each step has been guided by the City Council's adopted Development Philosophy of *Making it Happen*. This document conveys the commitment City staff has with regards to facilitating your development project.

The Planning and Development Services Department (PDS) is the first stop to begin your subdivision or site development application and your only stop through to the closeout of your project. PDS is located on the second floor of the McConico building at 301 W. Bagdad, Suite 210.

PDS staff will provide you with the necessary information to successfully complete your application and obtain a development permit. We pride ourselves on ensuring your project is handled in a professional, timely, consistent, and accurate manner. Our goal is to build a partnership with you and your consultants. We want your project to succeed and will do our very best to ensure that happens within the parameters of City Council adopted policies.

Please do not hesitate to contact the Planning and Development Services Department at any point in the development process. We welcome the opportunity to discuss any concerns you may have. Thank you for choosing Round Rock for your development project, and we look forward to working with you!

Getting Started

When do I need a Site Development Permit?

The applicability of site development permit review is established by Chapter 10 of the Zoning and Development Code, which states that a Site Development Permit (SDP) is required for the following:

- Site development of all properties other than single-family and two-family (duplex) properties;
- License Agreements (for structures or landscaping in a public right-of-way);
- Wireless Transmission Facilities (WTFs i.e. cell towers), and additions of ground-mounted equipment to existing WTFs;
- Modifications to existing site features, such as relocating curb cuts, driveways, or changes in total parking

When a SDP is required, building permits will not be issued until the applicant has an approved SDP and a pre-construction meeting has been held for the SDP.

Does my project qualify as a Small Site Project?

A Small Site Permit (SSP) consists of a limited development scope that meets the following criteria:

1. A Traffic Impact Analysis is not required.
2. The construction of subdivision improvements including utility extensions or drainage is not required.
3. The property is not encroached by or considered adjacent to an undefined floodplain.
4. **And at least one** of the following:
 - Is for a vacant legal lot of a half-acre or less;
 - In general, an expansion of less than 20% (max. 1,500 square feet) of the total building area, or as determined by the Planning and Development Services Department;
 - Is a conversion of an existing residence to a commercial use, as permitted by ordinance;
 - Is an expansion of the existing or approved parking area;
 - Is a temporary building as outlined in the Code of Ordinances, Part III, Chapter 2, Article VIII, Section 2-92 Temporary Uses, Structures, and Permits;
 - Is a Wireless Transmission Facility as defined in Article II of the Telecommunications Chapter in the Code of Ordinances;
 - Is an Area Identification Sign as defined in Part III, Chapter 8, Article IX, Section 8-85 Area Identification Signs of the Code of Ordinances;

At the pre-submittal meeting, Planning and Development Services (PDS) staff will confirm whether the project qualifies as a Small Site. Small Sites:

- may omit the preliminary site development submittal;
- provide basic plans and specifications proportionate to the individual project scope;
- will receive review comments in ten (10) business days; and
- are charged a reduced application fee. (see [Planning and Development Fee Summary](#))

Site Development Permit process overview

Please submit a [Pre-Submittal Meeting Request Form](#) to Planning & Development Services Intake staff at PDSIntake@roundrocktexas.gov to schedule this conference.

The process consists of the following steps:

Step 1 – Preliminary Site Development Permit review (after the pre-submittal meeting; not required for "small sites")

Step 2 – Full Site Development Permit review (after the pre-submittal meeting; including "small sites") and if pre-requisite studies have been approved)

- Comment review meeting with staff, and
- Requisite resubmittals

Step 3 – ASAP (Abbreviated Submittal Approval Process)

- Resolutions to Approval Letter comments and request for Pre-Construction meeting

Step 4 – Pre-Construction meeting package review

- Site Development Permit (and Small Site Permit) Revisions

Step 5 – SDP/SSP Permit Revision review

- Resolutions to review comments and requisite resubmittals as applicable

Step 6 – Post-Construction closeout review

- AS-BUILT drawings review, and resolutions to AS-BUILT review comments

Land Development and Permit Online Tracking (eTRAKiT)

The City of Round Rock has implemented an online Land Development and Permit tracking system (eTRAKiT) accessible by project applicants and their development team. This online system allows users to see the progress of development projects, access review comments, observe inspection activity, and more. The most efficient way to find what you are looking for is to search by permit number, which will be given to you by staff when you submit your application. Searching by permit name (or “description”) is also an option.

To access eTRAKiT use this [link](#)* and bookmark it. You may also go to www.roundrocktexas.gov and click on the Development/Permit Tracker listed under Services at the bottom of the City home page. A tutorial for using the eTRAKiT system can be found at this [link](#)**.

Please note that users are only able to see projects for which they are listed on the application and are required to create an account first. City staff encourages design consultants to share login information (such as a P.E. who is listed on the application as the engineer sharing the login with their staff who aren't listed on the application).

* eTRAKiT link

<https://etrakit.roundrocktexas.gov/etrakit/>

** eTRAKiT tutorial link

https://www.roundrocktexas.gov/wp-content/uploads/2015/01/etrakit_permit_search_how_to.pdf

Vesting

If you feel that your project may have vested rights, please submit a letter to the attention of the Assistant Director of the Planning and Development Services Department that explains the case and includes the following information:

- a) Dates of all application submittals;
- b) Current status of all applications;
- c) Plat recordation date (*if applicable*);
- d) Copy of Subdivision Development Permit (*if applicable*); and
- e) The specific regulations about which you are seeking a vesting determination.

The Assistant Director will determine whether or not your project is vested. Be advised that in accordance with Chapter 245 of the Texas Local Government Code, certain regulations are exempt from vesting claims. Regardless of vesting, your project must comply with present zoning regulations unless they deal specifically with the following items:

- Landscaping;
- Tree preservation;
- Open space or parkland dedication;
- Property classification;
- Lot size;
- Lot dimensions;
- Lot coverage;
- Building size;
- Municipal covenants that change allowed development.

Note that codes such as the Building, Fire, Electrical, Plumbing, and Mechanical are exempted from vesting claims. Additionally, regulations that pertain to utilities and floodplains are exempt from vesting claims. Please be advised that vested rights do expire. If your development application (*plat or site development permit*) has expired, your vested rights have also expired. If a period of at least two years has passed since plat recordation and you have not submitted a complete site development permit application, your vested rights have expired. Finally, vesting rights can only be sought for projects that have had applications submitted on or after September 1, 1997.

Site Development Permit Expiration

- A. Per Section 10-1 of the Zoning and Development Code, a NON-APPROVED Site Development Permit application expires 180 days after the initial submittal. A one-time, 180-day extension may be granted by the Planning and Development Services (PDS) Case Manager for justifiable reason(s) as adequately demonstrated by the applicant. The applicant shall submit a written request justifying the extension at least ten (10) business days prior to application expiration.
- B. Per Section 10-2 of the Zoning and Development Code, expiration of an APPROVED Site Development Permit is two (2) years from the date of issuance.
- C. If a building permit has been issued, the site development permit is valid until the project is closed-out. If a building permit has not been issued, the applicant may wish to pursue an extension. (*Please see "Revisions & Extensions" for details.*)
- D. Once a permit has expired, a complete application refiling may be required. This would include all applicable fees and documents required for a full PDS Site Development Permit review. New studies (e.g. geotechnical, flood, conveyance, wastewater, etc.) may be required at the discretion of the PDS Director or Staff Engineer.

Step 1: Pre-submittal Meeting

The purpose of this meeting is to establish the submittal process schedule and confirm any processing steps, including but not limited to a subdivision improvement or site development permit. The meeting is also the appropriate opportunity for the developer's team to introduce the specifics of the project to Planning and Development Services (PDS) and other City staff. Please be advised that this meeting is not a development permit review.

At this meeting a Case Manager for the project will be assigned. The Case Manager is a resource for the developer's team and will be a single, accessible point of contact throughout the development process. The developer and/or the developer's agent, (e.g. engineer, architect, etc.) need to be at the meeting and must be prepared to present a basic site layout or description of the proposed development.

Please fax or email the [Pre-submittal Meeting Request Form](#) (see this packet) to Planning Intake staff (at 512-218-3286 *fax* or PDSIntake@roundrocktexas.gov) to schedule a meeting.

Meeting Minutes

Following the pre-submittal meeting, staff will produce minutes from the meeting. The purpose of the minutes is to document any decisions and/or direction staff has given the applicant. The Case Manager will email the meeting minutes to the attendees approximately two weeks after the meeting. Upon receipt, the applicant is encouraged to review the minutes to ensure all important information has been documented and to ensure there have been no misrepresentations. If there has been a miscommunication or an important item is missing, please contact the Case Manager who provided the minutes and he/she will review the matter. The minutes will be binding for six (6) months after the date of the meeting and for the life of the permit, if a permit is issued and does not expire.

TIA Requirement

Depending on your project scope, a Traffic Impact Analysis (TIA) may be required. Prior to proceeding too far in the initial design phase of your project, it is strongly recommended that you consult the Case Manager to confirm TIA requirements have been resolved. Please be advised that a TIA may result in significant design changes due to associated traffic impacts and that the review and approval process of the TIA can potentially take several weeks or longer. A delay in processing your site development or subdivision improvement application may result if you wait too long to address the TIA requirement(s). A TIA approval or waiver must be granted before PDS will accept your full site development application for review. Prior to submitting your preliminary site development application, if not earlier, is the opportune time to have the TIA question(s) answered.

Step 2: Preliminary Site Development Permit Submittal

Submittal Procedure

Planning and Development Services (PDS) is awaiting your submittal. There are no special submittal days or deadline requirements. When you are ready to submit the application, we are ready to review it and usher it through the process. **Your submittal must be consistent with the requirements of this packet.** Once your application has passed the completeness check, materials will be distributed internally to our interdepartmental review staff. The review period for a Site Development Permit (SDP) consists of 15 business days for a preliminary submittal, 20 business days for the first full submittal, and 15 business days for each successive resubmittal. For a Small Site Permit (SSP) the review period is 10 business days for each submittal.

Preliminary Site Development Permit Submittal

The purpose of the preliminary site development permit submittal (required for SDPs) is to establish an initial-review by Planning and Development Services. From this review, the applicant will be able to confirm whether the proposed project generally meets ordinance requirements before completing a full set of construction plans.

This step includes the submittal and review of a site dimension plan with a depiction of utility alignments, existing trees, known easement locations, etc. Utility stationing, elevation information, profiles, drainage calculations, etc. are too much detail for this review. If this level of detail is included in the preliminary plan set, it will result in the submittal being rejected and a resubmittal will be required. The preliminary submittal is not to exceed three (3) sheets. Please refer to the checklist below to ensure your submittal will be accepted.

All submittals are required to be legible and scope of work must be comprehensible to ensure PDS reviewers can complete a full and timely review. Legibility issues or uncoordinated items such as multiple layers, plotting errors, etc. will generate additional staff review comments which could delay the path to approval. **It is the applicant's sole responsibility to clearly and accurately convey the required information to receive a complete review.**

The Preliminary SDP review process is generally as follows:

- The applicant submits the preliminary site development permit drawings of no more than three (3) sheets for review.
- The submittal is distributed to interdepartmental reviewers after a completeness check.
- The reviewers coordinate interdepartmental comments.
- PDS Case Manager reviews comments for consistency and code compliance. The PDS Case Manager writes a cover letter indicating subsequent process steps and recommendations for the applicant.
- The applicant is notified when the review comments and redlines of the drawings are ready to be picked up.
- The applicant incorporates the review comments into their full site development permit submittal.

Application Completeness Checklist for Preliminary Site Development Permits

- [PDS Letter of Transmittal](#)
- Completed SDP application form.
- Pre-submittal meeting minutes.
- Two (2) paper copies of plan sets, 24" x 36" sheet size*
- Engineer of record's seal and signature on all civil sheets**
- If monarch trees are present but not identified on the drawings, a signed waiver shall be submitted acknowledging the risks of moving forward with the preliminary SDP despite the lack of monarch information, which could delay or endanger permit approval. The Monarch Tree Acknowledgment Waiver can be found near the end of this packet.
- Digital copy of [tree mitigation worksheet \(Excel spreadsheet\)](#) populated with all on-site protected trees
- Digital PDF copy of all files listed above on a CD or flash drive.

*All sheets in the set must be the same sheet size, and no more than three (3) sheets in the set.

**Excepting specialized design, e.g. landscape design, retaining walls, illumination plans, etc. all engineered design, e.g. streets, grading, drainage, utilities, etc. shall be sealed by the same engineer of record as the coversheet.

If the items listed above are not included with your submittal, the submittal will be rejected. If the submittal does not include all the content noted in the checklist beginning on the next page, it will be rejected.

All submittals are required to be legible and scope of work must be comprehensible to ensure the PDS reviewers can complete a full and timely review. Legibility issues or uncoordinated items such as multiple layers, plotting errors, etc. will generate additional staff review comments which could delay the path to approval. **It is the applicant's sole responsibility to clearly and accurately convey the required information to receive a complete review.**

Preliminary Site Development Permit Submittal Checklist

A preliminary site development permit shall consist of a site dimension plan on a maximum of three (3) sheets including the following:

- ___ Completed permit application form and five (5) legible copies of site dimension plans
- ___ 24" x 36" (or 22" x 34") sheet size
- ___ 1" = 60' maximum scale; a master plan is required for large projects having more than one (1) sheet, in which case the master plan may be provided on a 1" = 200' maximum scale
- ___ Bar scale and written numeric scale (both to an engineering scale)
- ___ Existing address (If your site is platted, please contact the GIS Analyst to obtain a project address)
- ___ Name of the building or business
- ___ Key map showing location of the site
- ___ North arrow
- ___ Proposed use clearly stated
- ___ Type of construction: Type I, II, III, IV, or V and A or B
- ___ Building Occupancy Type per current/applicable International Fire Code, *i.e.* A-1, R-2, *etc.*
(refer to pre-submittal meeting minutes)
- ___ Engineer signature and seal on all sheets
- ___ Existing and proposed fire hydrants
- ___ Fire access: proposed fire lanes including maximum grades, widths, and height limitations.
- ___ Driveway locations and driveways within 200' (including those across the street)
- ___ Driveway locations and driveways within 200' (including those across the street)
- ___ Turning Radii for all drives
- ___ Property boundary
- ___ Construction limits
- ___ Rights-of-way (new and existing) -labeled
- ___ Easements (new and existing)
- ___ Utilities (new and existing) -labeled
- ___ FEMA Base Floodplain and Elevation (Zone AE)
- ___ Ultimate 1% annual chance (ultimate 100-year) floodplain (if applicable)
- ___ Proposed water quality facilities (if needed)
- ___ Statement regarding regional detention or on-site detention
- ___ Existing contours (labeled)
- ___ Proposed contours if possible
- ___ Label existing and new structures and any built elements
- ___ Building footprint
- ___ Square footage and height (in feet) of building, including number of stories
- ___ Parking layout
- ___ Parking count table (show calculations required, number provided per each land use proposed)
- ___ Location of dumpster enclosure (to include recycling container for multifamily projects)
- ___ Areas to be landscaped with street yard line delineated and street yard area required and proposed
- ___ Areas to be landscaped, free and clear of easements
- ___ Recent, accurate tree survey with monarch trees specifically identified (if no trees, state this)
- ___ Label all adjacent zoning and property use

Step 3: Full Site Development Permit Submittal

Submittal Procedure

Planning and Development Services (PDS) is awaiting your submittal. When you have completed your drawings and supporting documentation, please bring them by our offices during normal business hours. There are no special submittal days or deadline requirements. When you are ready to submit the application, we are ready to review it and usher it through the process. **Your submittal must be consistent with the requirements of this packet.** Once your application has passed the completeness check, materials will be distributed to departmental and interdepartmental review staff. The review period for a site development permit is 20 business days for the first full submittal and 15 business days for resubmittals, and the review period for a small site permit is 10 business days.

Prerequisites for Full Site Development Permit submittals:

- A Final Plat has been submitted or previously recorded.
- Subdivision Improvement Permit (SIP) has been submitted, and first round of review comments have been issued. (not applicable to small site permits)
- TIA (Traffic Impact Analysis) has been approved or waived by PDS or Transportation.
- Flood Study and/or Conveyance Study (for RSMP requests) has been approved or waived by PDS.
- Wastewater capacity analysis has been approved or waived by PDS.
- A geotechnical investigation (soils report) with pavement design(s) has been approved or waived by PDS.

This step includes the submittal and review of the full civil-engineered construction design and landscape planting plans. Please refer to the corresponding submittal checklist and pre-submittal meeting minutes to coordinate your submittal. The purpose of the review is to confirm the exact scope of work and how it is to be constructed. The drawings, once approved, will be the set of plans utilized during construction inspection and will be the same plans the contractors use.

Comment Review and Solution Meeting

Once you receive review comments from PDS staff on the first full site development permit review, the next step is to schedule a meeting with PDS. Increased dialogue between the design consultants and city staff results in a reduction in the number of submittals, which allows permits to be approved faster. Once you have had a chance to review the comments, please contact PDS Review staff at PDSReviewMeeting@roundrocktexas.gov to schedule a meeting. Your case manager will take this opportunity to explain the review comments and discuss possible solutions. We are committed to facilitating a successful development review process and this step is vital in achieving that goal.

Application Checklist for SDP/SSP Submittals

- [PDS Letter of Transmittal](#)
- Completed application
- SDP/SSP application fee (see the fee summary sheet). Checks shall be made out to "City of Round Rock"
- Pre-submittal meeting minutes (with the first submittal) or the staff cover letter of the previous review's Comment Letter (with subsequent submittals)
- Completed SDP Content Checklist (see page 24)
- Two (2) paper copies of drawings in 24" x 36" sheet size*
- Engineer of record's seal and signature on all civil sheets**
- Landscape architect seal and signature on all landscape sheets
- Digital copy of [tree mitigation worksheet \(Excel spreadsheet\)](#) populated with all protected trees whose critical root zone encroaches the limits of construction.

- Digital PDF copy of all files listed above on a CD or flash drive.

Ensure the following pre-requisites are met:

- Preliminary SDP submittal review is complete and the Case Manager has confirmed that a full SDP is the next step (not applicable for small site permits)
- Final Plat has been submitted for Planning & Zoning Commission approval (or PDS Director approval for Minor Plats). The plat must be recorded prior to SDP/SSP permit issuance.
- Subdivision Improvement Permit (SIP), if applicable, has been submitted to PDS for staff review (not applicable for small site permits).

- All sheets in the set must be the same sheet size.
**Excepting specialized design, e.g. landscape design, retaining walls, illumination plans, etc. all engineered design, e.g. streets, grading, drainage, utilities, etc. shall be sealed by the same engineer of record as the coversheet.

If the above items are not included with your submittal, the submittal will be rejected. If the submittal does not include all the content noted in the checklist beginning on the next page, it will be rejected.

All submittals are required to be legible and scope of work must be comprehensible to ensure the PDS reviewers can complete a full and timely review. Legibility issues or uncoordinated items such as multiple layers, plotting errors, etc. will generate additional staff review comments which could delay the path to approval. **It is the applicant's sole responsibility to accurately convey all required information to receive a complete review.**

Full Site Development Permit (SDP/SSP) Set Checklist

Use this checklist when preparing your permit application. Failure to do so will result in more staff review comments and a longer timeline to permit approval. Failure to include critical components will result in a rejection of the submittal.

Site Development Permits and Small Site Permits shall include the following: (See "Applicable Ordinances" section in this packet for code references)

1. Completed application with supporting documents of approval or waiver for TIA, flood study, wastewater capacity analysis, conveyance (RSMP) study; as well as necessary documentation for easements, permit status for other agencies (MUD approval, TCEQ correspondence, TxDOT, etc.)
2. All information on all sheets shall be legible.
3. General requirement: sheets shall be drawn to an appropriate and legible standard engineering scale and shall include:
 - a. North arrow
 - b. Legend
 - c. Bar scale and written numeric scale
 - d. Base plan view information including building footprints, roof plans indicating overhangs, pavement, driveways, and major structures such as detention ponds, water quality ponds, dumpster/recycling enclosures, fences, property lines, and easements. All plan view sheets need to reference property boundaries and easement information. (Show the same basic base plan information on all plan view sheets.)
 - e. Signature and seal on ALL civil sheets by a single engineer-of-record. An exception may be made for retaining wall sheet(s) that is made by a sub-contracted engineer given that the geotechnical/structural specialty design involved.
 - f. Engineering firm number is required on all engineered sheets.
 - g. City permit number somewhere in the bottom right corner of each sheet
 - h. Existing easements called out with easement type, beneficiary, and recordation number; Easements with a recordation number are understood to be existing.
 - i. Proposed easements called out with easement type, beneficiary, and a blank for the recordation number to be filled in when it becomes available; omit "proposed" in easement callout annotation.
 - j. Existing features and infrastructure are to be called out as "existing".
 - k. Proposed features and infrastructure callouts are to omit "proposed"; everything is understood as proposed within the permit set unless otherwise indicated as "existing" or "future". Anything indicated as "future" or "by others" is understood to be proposed under a separate permit that is already designed and under City permit review, the latter which is to be cited in a callout/note.
 - l. "Proposed" (or "final/finished") grade and "existing" grades and contours are acceptable to be called out as such on the drawings. Subgrade is always understood to be proposed unless otherwise noted.
 - m. Scenarios for drainage analyses are to be designated as "existing conditions" and "developed conditions".
 - n. Sheet-specific City standard notes to be included on all sheets as applicable (See Useful Information Section).

4. Cover sheet with the following information:
 - a. Name of project, to include reference to "Site Development Improvements"
 - b. Address of project
 - c. Legal description of property and lot area
 - d. Sheet index on the right side of the cover sheet at a legible font
 - e. Revision block with at least five (5) rows tall enough for at least two (2) lines of text in each row, and columns for Revision Number, Description, Approval Signature, and Date.
 - f. Name, street address, and phone number of Engineer, Architect, Landscape Architect, and Developer (do not include email addresses).
 - g. Signature block for "Planning and Development Services"
 - h. Location map with north arrow
 - i. Engineer signature and seal (Typ. - ALL civil sheets)
 - j. Note addressing either on-site detention or request for participation in the Regional Stormwater Management Program (RSMP)
 - k. Water Quality Note regarding site location relative to Edwards Aquifer Recharge or Transition Zones
 - l. Table indicating new and existing square footage of impervious cover
 - m. Orientation Map with hatched or shaded limits of construction
 - n. Compliancy Clause
 - o. Adequacy Clause
 - p. Impervious cover table
5. Official copy of the recorded final plat
6. Overall master layout, if project is phased or crosses over lots lines (not applicable to small site permits).
7. Area plan indicating adjacent zoning, land uses, and area driveways within 200' (both sides of roadway)
8. General Notes Sheet
 - a. General Notes
 - b. Summary table listing proposed public improvements only. See City website: [Construction Summary Table](#)
 - c. Benchmark information with vertical datum with geoid indicated
9. Dimensioned Site Schematic sheet(s) showing:
 - a. Boundaries of project including bearings, distances, angles, and dimensions
 - b. Platted, recorded, and new easements (including any by separate instrument) with callouts indicating easement type, beneficiary, and recordation number
 - c. Label abutting zoning and existing land uses

- c. Location and dimensions of building footprints and roof overhangs
 - d. Location and dimension of other structures (i.e. retaining walls, dumpster/recycling enclosures, ponds, utility poles, etc.)
 - i. Recycling facilities are required for multifamily developments with more than 8 units in any building.
 - e. Location and dimensions of parking spaces, driveways and internal circulation
 - f. Parking calculations chart showing number of required parking spaces for each proposed land use and number of spaces provided on-site
 - g. Location and dimensions of sidewalks
 - h. Location and dimensions of loading docks
 - i. Location and dimensions of ground-mounted equipment
 - j. Location and dimension of all proposed fencing, including a reference to details in the plan set of all proposed walls and fencing
 - k. Location and ground dimensions of free-standing signs with a callout indicating the depiction is "for reference only" and that "a separate sign permit is required"
 - l. Setbacks of buildings and pavement from all property lines
 - m. Height and gross floor area of building
 - n. Location of free-standing lights and wall packs
 - o. Parking lot striping
 - p. All existing driveways serving subject tract and neighboring tracts on both sides of roadway in either direction of travel. Provide dimensions from off-site driveways to all proposed driveways.
 - q. All existing median cuts. Provide location and dimension from all driveways to be constructed or maintained with the development.
 - r. All platted or recorded easements immediately abutting the site
 - s. Drive-through stacking layout, if applicable
 - t. Driveway connection to adjacent commercial uses
 - u. Existing and proposed water meters with size indicated,
 - v. Existing and proposed water and wastewater infrastructure
10. Recent Tree Survey showing:
- a. Locations of all existing trees whose critical root zone encroaches the limits of construction with tag numbers keyed to a tree list
 - b. Location of all monarch trees designated by a distinct and conspicuous symbol
 - c. Location of regulatory floodplain(s) with labels and unique line types depicted in the legend
 - d. Date of tree survey
 - e. Tree list to include:
 - i. Tree number
 - ii. Caliper inches for each trunk in multi-trunk trees
 - iii. Total caliper inches for tree (multi-trunk trees, use total of the largest trunk added to ½ the caliper of all other trunks)

- v. Species, including specific type of oak (live, red, post, etc.) and elm (American or cedar)
- vi. Notes on health or condition of tree
- vii. Monarch Tree with distinct and conspicuous labeling (such as bold or italics)

11. Tree protection sheet(s) showing:

- a. Location of all trees identified on the tree survey
 - i. Trees to be removed delineated by dashed circle with tree number
 - ii. Trees to remain delineated by solid circle with tree number
- b. Tree protection notes – as specified in the Round Rock Tree Technical Manual ([TTM](#))
- c. Tree protection details
- d. Tree fencing details
- e. Administration, inspection, and enforcement notes
- f. Limits of floodplain with labels and unique line types depicted in the legend.

12. Landscape sheet(s) including:

- a. Sealed and signed by a Landscape Architect registered in Texas (all sheets)
- b. All current civil base information
- c. Rights-of-way labeled
- d. Proposed and existing site elements to include all utilities and drainage structures
- e. Landscape calculations chart showing all requirements of the Zoning and Development Code, section 8-10, Landscaping
- f. Natural site features including karst features and exposed rock outcroppings
- g. Existing trees to be removed shown with a dashed circle and tree number
- h. Existing trees to remain shown with a solid circle and tree number
- i. All proposed tree plantings shown with distinct symbols at conventional symbol sizes
- j. Proposed shrubs and groundcovers
- k. Planting schedule including:
 - i. Botanical name,
 - ii. Common name, and
 - iii. Specifications at the time of planting
- l. General Planting Requirements found in Zoning and Development Code Section 8-10(e)
- m. Irrigation system requirements found in Zoning and Development Code Section 8-10(i)(2)
- n. Existing and proposed grading
- o. Location and linear foot dimensions for all required screening, including perimeter parking lots, above-ground utilities and equipment, and trash/recycling receptacles.
- p. Location and linear foot dimensions of all required compatibility buffers.
- q. Location of pervious and impervious surfaces with materials labeled.
- r. Location of new and existing freestanding light fixtures, including streetlights
- s. Delineation of street yard
- t. Location of all proposed and existing easements including those required by plat location of all utilities (proposed and existing)

- u. Location of proposed and existing fire hydrants
 - v. Planting details
 - w. All proposed fence details (or include them with item #7)
 - x. Tree irrigation notes
 - y. Tree staking details as per the [Tree Technical Manual](#)
 - z. Note prohibiting ball-and-burlapped trees planted during summer months – see section 3.5.2 of the Tree Technical Manual.
 - aa. Proposed freestanding sign location must be depicted on all landscape sheets with a callout “For reference only. Separate sign permit is required.”
 - ab. The planting distance/spacing requirements from section 3.4.2 of the Tree Technical Manual.
13. Grading sheet(s) showing:
- a. Existing grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
 - b. Proposed grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
 - c. Flow arrows
 - d. Karst features and any protected area required by U.S. Fish and Wildlife, TCEQ, etc.
 - e. Existing roads
 - f. Existing structures to remain
 - g. Existing drainage features to remain; including lakes, streams, ponds, etc.
 - h. Retaining walls with spot elevations at each end and at 25-foot intervals between that indicate top and bottom of wall (at finished grade) elevations with a reference to the wall design sheet as applicable; all above- and below-grade extends of the wall shall be shown on all applicable sheets in the set.
 - i. Sheet-specific standard City notes
 - j. Spot elevations at tie-ins to existing grades
14. Drainage sheet(s) plan showing:
- a. Existing grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
 - b. Proposed grades and topographic contours (for extents of viewport and contributing basins) at intervals of one or two feet
 - c. Flow arrows
 - d. Karst features and any protected area required by U.S. Fish and Wildlife, TCEQ, etc.
 - e. Existing roads
 - f. Existing structures to remain
 - g. Existing drainage features to remain; including lakes, streams, ponds, etc.
 - h. Location and elevation of the FEMA Zone AE flood elevation and CORR 100-year ultimate elevations labeled and with a unique line type depicted in the legend

- i. Location and dimensions of existing and proposed storm water detention structures or ponds
 - j. Location and dimensions of existing and proposed water quality structures or ponds
 - k. Location and size of all proposed storm water lines or surface drainage structures
 - l. Drainage calculations (for 2-year, 10-year, 25-year, 50-year, and 100-year storms using [Round Rock RAI](#))
 - m. Details of ponds and detention structures with design storm event water surface elevations (WSELs) indicated as well as a stage-volume-discharge table (may be on pond detail sheets)
 - n. Channel profiles and cross-sections with water surface elevation(s), HGLs, slope, velocity, etc. depicted
 - o. Crossing elevation information for all public lines versus other utilities. (Crossing elevation information for all lines is strongly recommended.)
 - p. Separate report (if requesting participation in RSMP) for drainage to include: reference maps, flow information, and an accompanying narrative by the engineer stating the development shall not cause any adverse impact to downstream properties and explanation of method of analysis and determinations used to reach this conclusion.
15. Fire department requirements sheet(s) (may be on a designated sheet, or depicted in other locations on appropriate sheet(s), e.g. utility sheets, site dimension sheet, etc.):
- a. Existing fire hydrant locations
 - b. Proposed new fire hydrants as required
 - c. Ductile iron fire sprinkler leads
 - d. Fire apparatus access points
 - e. Fire apparatus grades
 - f. Address as provided by the City of Round Rock
 - g. Fire lanes with fire striping clearly indicated
 - h. Fire apparatus turn-around
 - i. City-issued or City-approved construction details as applicable for fire protection
 - j. For alternative paving in fire lanes, provide details and engineer certification that installation will support 80,000 pounds.
 - k. Type of building construction (Type I, II, III, IV, V) and (A or B)
 - l. Type of Building Occupancy per current International Fire Code (i.e. A-1, R-2, etc.)
 - m. Height of building in feet and number of stories.
 - n. Gross floor area of building in square feet.
16. Erosion control sheet(s) showing:
- a. Limits of construction with standard notes and details
 - b. Appropriate BMPs (including silt fence, rock berms, stabilized construction entrances, etc.)
 - c. Existing and proposed/finished grades and topographic contours at intervals of one or two feet, streets, drive aisles, drainage facilities, and any other pertinent information
 - d. Sheet-specific standard City notes

- e. Flow arrows
- f. Floodplain limits
- g. Stabilized construction entrance
- h. Spoils area

17. Utility sheet(s) showing:

- a. Existing and proposed water and wastewater facilities
- b. Stationing and flow line elevations (existing and proposed, both into and out of) on all manholes and cleanouts
- c. Alignments of franchise (dry) utilities, with a callout(s) indicating the dry utility alignments are preliminary and a note on the sheet to clarify that the alignments are preliminary and that the permit must be revised once dry alignments are approved by the franchised utility to remove the preliminary status in the PDS permit before dry utility installation may commence.
- d. Profiles for all public wastewater and waterlines 8" in size or greater
- e. Existing and proposed easements
- f. Fire Hydrant(s)
- g. Water meter(s)
- h. Irrigation backflow preventer(s), to be located outside of all easements
- i. Contours (existing and proposed)
- j. Utility crossing information for crossings with public utilities (with all utilities is strongly encouraged) including stations and elevations for both crossing utilities
- k. Sheet-specific standard City notes
- l. Callouts with stationing for all tees, bends, valves, fittings, connections, etc.
- m. Stationing on all water and wastewater lines (to be in agreement with profile information)

18. Utility profile sheet(s) sheets showing:

- a. Profiles for all public wastewater
- b. Profiles for waterlines 8" in size or greater, and where elevation conflicts are likely
- c. Horizontal and vertical scales that match (e.g. 1" = 50' and 1" = 5')
- d. Alignment with stationing (to be in agreement with utility plan sheets) that includes callouts for valves, bends, fittings, etc.
- e. Existing grade, finished grade, and subgrade (as applicable in paved areas)

19. Storm sewer plan-view and profile sheet(s) (required for public storm) showing:

- a. Storm and channel alignment with stationing that is consistent in both plan and profile
- b. Horizontal and vertical scale match (e.g. 1" = 50' and 1" = 5')
- c. Inlets, junction boxes, manholes, etc.
- d. Pipe lengths, sizes, grades, material, etc.
- e. 25- and 100-year HGLs

- f. Calculated 25-yr and 100-yr values for Q, V, d for each segment of pipe between structures, wyes, bends, and pipe size changes.
- g. Sheet-specific City standard notes
- h. Q25 and Q100 values for all inlets
- i. Inlet labels consistent with contributing basins
- j. Crossings with other utility alignments with station and elevation information for both alignments
- k. Existing grade, finished grade, and subgrade (as applicable in paved areas)

20. Detail sheet(s)

- a. Standard City-approved details associated with construction of the project
- b. Details from other sources where standard City of Round Rock details are not available

21. Lighting schematic sheet(s) showing:

- a. Property lines labeled
- b. Existing and proposed lighting, including freestanding fixtures and wall packs
- c. Site lighting specifications, including height of freestanding fixtures from grade
- d. Photometrics (foot candle readings throughout the entire site and along every property line)
- e. Utility alignments and appurtenances
- f. Utility easements (existing and proposed)
- g. Tree locations (existing and proposed)

22. Retaining wall design sheet (as applicable) showing:

- a. Wall design and detail with requisite calculations and information as specified in the International Building Code sections §1610 and §1807.
- b. Reference to Geotechnical Report used for design.

Additional items may be required for resubmittals, when documents are submitted for final approval, and for site development permit extensions.

SDP & SIP Content Checklist

PERMIT NUMBER: _____

PROJECT NAME: _____

Indicate if this submittal includes the following critical items from the SDP/SIP content checklist, or if those items do not apply. City staff will reject incomplete submittals.

- Dimensioned site schematic sheet (SDP)
- Tree survey (SDP and SIP)
- Tree protection plan and mitigation worksheet (SDP and SIP)
- Erosion and sedimentation control plan (SDP and SIP)
- Roadway design and profiles (SIP)
- Signage and striping plan (SIP)
- Grading plan (SDP and SIP)
- Existing drainage and proposed drainage plan (SDP and SIP)
- Utility plan (SDP and SIP)
- Public utility profiles (SDP and SIP)
- Storm sewer plan (SDP and SIP)
- Public storm sewer profile (SDP and SIP)
- Landscaping plan (SDP and SIP)
- Retaining wall design (SDP and SIP)

Step 4: Resubmittals

A resubmittal is required to address comments issued with the previous permit review. The resubmittal process repeats as many times as necessary to resolve all major outstanding comments. It is imperative that the applicant contact the Case Manager for direction in resolving outstanding review comments prior to resubmitting.

Applicants must address all review comments before making a resubmittal in order to avoid additional resubmittals. Comments are issued by staff via redlines and typed comments. The design engineer is required to respond to these comments with hand-written responses to redlined comments in a color other than red and with typed responses in a comment-response letter addressed to the Case Manager. All resubmittals require the original redline set from the previous review to be included with the updated set addressing staff comments issued with the previous review.

Application Completeness Check for Resubmittals

- [PDS Letter of Transmittal](#)
- Two (2) paper copies of drawings meeting the requirements of the checklist on 24" x 36" sheet size*
- One (1) letter from the engineer-of-record responding to each review comment. **The letter shall state how each comment was resolved.** For required comments, responses such as "comment noted," "comment cleared," "no comment," or "see separate response from the Landscape Architect" **are not acceptable.**
- Original redlines with comment responses written in a color other than red.
- Updated Engineer's seal and signature with date on all civil sheets**
- Updated Landscape Architect's seal and signature on all landscape sheets
- The recorded plat or the most current version of the final plat if it has not yet been recorded (the plat must be recorded prior to permit issuance with the exception of some replats and amending plats).
- Digital PDF copy of all files listed above on a CD or flash drive.

*All sheets in the set must be the same sheet size.

**Excepting specialized design, e.g. landscape design, retaining walls, illumination plans, etc. all engineered design, e.g. streets, grading, drainage, utilities, etc. shall be sealed by the same engineer of record as the coversheet.

If the above items are not included with your submittal, the submittal will be rejected.

All submittals are required to be legible and scope of work must be comprehensible to ensure PDS reviewers can complete a full and timely review. Legibility issues or uncoordinated items such as multiple layers, plotting errors, etc. will generate additional staff review comments which could delay the path to approval. **It is the applicant's sole responsibility to accurately convey all required information to receive a complete review.**

Additional Review Fees

The site development permit application fee covers the first full site development permit submittal review, plus two (2) resubmittals. If an application requires additional resubmittals, a \$500 fee will be charged for each additional review beyond the third full submittal. Additional review fees are not charged for the ASAP process.

Step 5: Abbreviated Submittal Approval Process (ASAP)

To expedite the permitting process, staff has implemented the Abbreviated Submittal Approval Process (ASAP). The ASAP meeting becomes an option by the Case Manager in the review comment letter when they feel that only a few minor issues remain. Once the applicant presents acceptable resolutions to all remaining comments during the ASAP meeting, the Case Manager will sign the permit approval letter and Mylar coversheet.

ASAP Meeting Requirements

- Staff has identified the ASAP as the next step in the most recent review comment letter.
- The applicant must contact PDS staff identified in the comment letter to schedule the ASAP meeting.
- The applicant must submit all items required in the comment letter prior to the meeting, including the Mylar copy of the cover sheet for the Case Manager to sign.
- The Final Plat must be recorded.
- Subdivision Improvement Permit has been issued (as applicable)

Extensions for Approved Site Development Permits

Per Section 10-2 of the Zoning and Development Code, a site development permit expires two (2) years after approval. If a building permit has not been issued within one (1) year, an owner may seek an extension on the site development permit.

A site development permit extension request shall be submitted in writing to the Case Manager, indicating the reason for the request. Each member of the PDS review team will review the application in accordance with the current applicable Code of Ordinances, Zoning and Development Code, and Design and Construction Standards (DACs). If the existing permit is not in compliance with ordinances in place at the time of the extension request (or other changed conditions apply), the applicant will be asked to update the plan. If an update is required, the owner will need to apply for a Site Development Permit Revision prior to submitting the Pre-construction packet.

Extension Request Completeness Check

Submit the following at least 30 days before the permit is scheduled to expire:

- 1) Letter requesting extension
- 2) Original Mylar cover sheet, with the following added:
 - i. Note: "Approved for 365-day extension"
 - ii. Signature block for "Planning and Development Services"
- 3) Updated site development permit application

If the above items are not included with your submittal, the submittal will be returned.

Step 6: Pre-Construction Meeting

In conjunction with the approval, the applicant will be issued a Pre-Construction Meeting Request Form (AKA "green sheet"). This sheet outlines the documentation required to set up a pre-construction meeting and typically includes the following:

- [PDS Letter of Transmittal](#)
- Four (4) paper sets of the SDP/SSP meeting the requirements of the content checklist on 24" x 36" sheet size
- One (1) copy of the engineered trench safety plan (required for trenches five feet (5') or deeper) (11" x 17")
- One (1) copy of the engineer-sealed traffic control plan (11" x 17"); unless included in the permit
- One (1) copy of engineer-approved product submittals
- Notice of Intent (NOI) for sites greater than five (5) acres
- Storm Water Pollution Prevention Plan (SWPPP) and completed MS4 checklist for sites greater than 1 acre
- Completed Pre-construction Meeting Request Form
- For work to add or modify road lanes within existing right-of-way, a performance bond from the general contractor for 120% of the agreed valuation of the subject work, including mobilization costs, is required.
- Digital PDF copy of all files listed above on a CD or flash drive.

The applicant must submit the complete pre-construction package to the PDS office. Staff will conduct a completeness check within three (3) business days. Once approved, PDS staff will contact the engineer-of-record to schedule the Pre-construction Meeting. Please be advised that in no case shall construction commence without pre-construction meeting.

Improvements permitted by the SIP must be deemed substantially complete in writing by PDS before any associated building permits may be issued.

Revisions to Approved Site Development and Small Site Permits

A revision fee is applicable for changes to development permits after permit issuance (see [Planning and Development Fee Summary](#)). Revision submittals shall include:

- [PDS Letter of Transmittal](#)
- One (1) letter from the design engineer outlining the changes being made to the approved permit set and the reason(s) for the proposed change(s);
- The Mylar cover sheet with original signatures from the ASAP meeting updated with revision block entry(s);
- Four (4) paper copies of the revised permit set, each set to be composed of:
 - A copy of the updated Mylar coversheet;
 - Copies of all sheets in the approved set that are affected by the change(s) being made. Individual plan sheets shall have revision block entries filled in with information related to the changes on that specific plan sheet, which correspond to clouded changes on the sheet.
- Digital PDF copy of all files listed above on a CD or flash drive.

Useful Information

Additional Jurisdictional Information

1. Water Quality is reviewed and approved by the Texas Commission on Environmental Quality (TCEQ). The applicant will be asked for the status of the TCEQ application when submitting. For further information contact TCEQ at (512) 339-2929, <http://www.tceq.texas.gov/>.
2. A permit for driveway removal, permanent tenant access, and/or temporary construction access along a State roadway is a separate permit application. Use the City of [Round Rock version of the TxDOT Right-of-way Access within CoRR ETJ Permit form](#) based on the [City of Round Rock Access Management Plan for State Highways](#). Ensure the [Special Requirements](#) are attached to your Permit form. Review and issuance of TxDOT Right-Of-Way Access Permits is administered by the Planning & Development Services Department (PDS) when associated with a PDS permit. Links to these documents can be accessed on the Design and Construction Standards (DACS) webpage*.

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

Procedural Information

1. Prior to every submittal, reference the most recently published application packet, City-issued construction details, and applicable codes. Please note that the submittal packet, processing procedures, construction details, and codes are amended from time to time. All are available on the City's website. Please call the PDS office with questions about locating information online.
2. Site Development Permit (SDP) and Small Site Permit (SSP) applications may run concurrently with the platting, zoning, and subdivision improvement process. Once first-round comments have been issued on a full SDP/SSP review, the building permit may be submitted for review to the Building Inspections office. For specific questions please contact the assigned Case Manager.
3. The Site Development Permit review is entirely administrative, i.e. there are no city council or commission hearings involved.
4. The first full SDP submittal consists of a 20-business-day staff review. The preliminary SDP submittal and resubmittals of the full SDP plan set carry a 15-business day review. Each SSP submittal consists of a 10-business day review. Upon the submittal of an application, the submittal is distributed among the staff reviewers. The reviewers meet internally to coordinate the review among various departments. Comments are issued from the assigned Case Manager under a PDS cover letter.
5. Two (2) sets of plans are required for the preliminary submittal and the full site development permit submittal. Please reference the review correspondence for number of copies required for submittals and resubmittals.
6. Site Development Permit submittals will be reviewed for completeness. Incomplete applications or permit sets with obvious major errors will be rejected.

7. Complete applications and resubmittals will be distributed for staff reviews.
8. Once comments and redlines are complete, the assigned Case Manager will notify the applicant, engineer, and developer. For a successful and timely review, it is imperative that your project have a designated lead applicant to coordinate with all project team members.
9. Site Development and Small Site Permit approvals expire in two (2) years. A one- time 180-day permit application extension may be requested.

Applicable Ordinances and Standards

The following list of ordinances and standards are the common references the reviewers apply during the application review, but is not an exhaustive list of applicable ordinances.

1. General
 - a. Compliancy and Adequacy Clauses -DACS General Guidelines, p.4
 - b. General Notes -DACS General Guidelines, pp.11-17
 - c. Construction Summary Table¹
 - d. Sheet-specific City standard notes²
2. Fire Protection Requirements: 2015 IFC & local City amendments
 - a. Chapter 2 - Occupancy Classification
 - b. Chapter 3 - Section 312.1 Vehicle Impact Protection
 - c. Chapter 5 – Fire Service Features
 - d. Chapter 5 – Section 503 Fire Apparatus Access Roads
 - e. Chapter 5 – Section 505 Premises Identification
 - f. Chapter 5 – Section 507.2.1 Private Fire Service Mains
 - g. Chapter 5 – Section 507.5 Fire Hydrant Systems
 - h. Chapter 5 – Section 507.5.4 Obstruction
 - i. Chapter 5 – Section 507.5.5 Clear Space Around Hydrants
 - j. Chapter 9 – Fire Protection Systems
 - k. Chapter 10 - Means of Egress
 - l. Appendix B – Fire Flow Requirements For Buildings
 - m. Appendix D – Fire Apparatus Access Roads
 - n. Appendix D – Section D103.2 Grade
 - o. Appendix D – Section D103.3 Turning Radii
 - p. Appendix D - Section D103.5 Fire Apparatus Access Road Gates
 - q. Appendix D – Section D104 Commercial and industrial developments
 - r. Appendix D – Section D104.1 Building Exceeding 3 Stories or 30ft in Height
 - s. Appendix D – Section D105 Aerial Fire Apparatus Access Roads
 - t. Appendix D – Section D106 Multiple-Family Residential Developments
 - u. Code of Ordinances Chapter 16: Fire Prevention & Protection
3. Tree protection and mitigation requirements:
 - a. [Tree Technical Manual](#)²
 - b. Zoning and Development Code - Chapter 8 Article III: Tree Protection and Preservation Ordinance
 - c. Specific references include but are not limited to:
 - i. Tree Survey-locations of all existing trees with tag numbers, tree list with species and size identified, and tree survey table. On tree survey drawing; location of proposed trees to be removed delineated as dashed-line circle with tree ID number in circle and trees to remain with solid-line circle.
 - ii. Tree protection notes, [Round Rock Tree Technical Manual](#); Section 2.3.2.
 - iii. Tree protection details – tree fencing details, refer to Manual, Section 2-2 to 2-6.
 - iv. Tree replacement plan / landscape plan for trees that will be planted as mitigation

- / replacement trees. Refer to Round Rock Tree Technical Manual, Section 3.
- v. Tree Irrigation note, refer to Round Rock Tree Technical Manual, Section 3.10
4. Zoning Compliance: Zoning and Development Code ([MuniCode](#))
 - a. Zoning and Development Code Chapter 2: Zoning Districts and Use Regulations
 - b. Zoning and Development Code Chapter 4: Subdivision Design and Construction
 5. Landscape and Irrigation Compliance:
 - a. Zoning and Development Code Section 8-10
 6. Transportation Compliance:
 - a. Design and Construction Standards, Transportation Specifications (see 9(c), below)
 - b. Zoning and Development Code Chapter 4: Subdivision Ordinance
 - c. Code of Ordinances Chapter 42: Traffic Regulations
 - d. Code of Ordinances Chapter 44: Utilities
 - e. City of Round Rock Access Management Plan for State Highways and Permit Form (if applicable)³
 7. Drainage Compliance:
 - a. Design and Construction Standards, Drainage Specifications (see 9(c), below)
 - b. Zoning and Development Code Chapter 4: Subdivision Ordinance
 - c. Zoning and Development Code Chapter 8 Article X: Building Ordinance
 - d. Drainage calculations, 2, 10, 25, 50 and 100-year information -DACSDrainage, Section 1.2.0
 - e. Storm sewer line profiling, HGL information -DACS Drainage, Section 5
 8. Utility Compliance:
 - a. Design and Construction Standards, Utility Specifications (see 9(c), below)
 - b. Zoning and Development Code Chapter 4: Subdivision Ordinance
 - c. Zoning and Development Code Chapter 8 Article X: Building Ordinance
 - d. Code of Ordinances Chapter 44: Utilities Ordinance
 - e. Water/Wastewater line profiling – DACS Utilities, Sections 1.6.2-B.3, 1.6.3-C.1
 - f. Easements – DACS Utilities, Sections 1.6.2-B.16, 1.6.3-C.7
 - g. Water Meters – DACS Utilities, Section 1.6.2-F
 - h. Looped Waterline System – DACS Utilities, Section 1.6.2-B.1
 9. Additional References:
 - a. Current edition of International Building Code & International Fire Code
 - b. [Municode](#) (Zoning and Development Code)
 - c. Engineering Design and Construction Standards (DACS)
 - d. Sheet-specific CORR standard notes
 - e. [Tree Technical Manual](#)
 - f. [Tree mitigation worksheet \(Excel spreadsheet\)](#)

¹ Site Development Permits Section on [Land Development and Permits](#) webpage

² References Section on [Land Development and Permits](#) webpage

³ Design and Construction Standards button on [Land Development and Permits](#) webpage

Additional Information

Staff contacts:

https://www.roundrocktexas.gov/city-departments/planning-and-development-services/contacts_development-staff-current/

This and other packets online:

<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

Pre-Submittal Meeting Request Form:

<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/presubmittal-meeting-request/>

PDS Letter of Transmittal:

<https://www.roundrocktexas.gov/wp-content/uploads/2015/01/letter-of-transmittal.pdf>

Planning and Development Services (PDS) Fee Summary

<https://www.roundrocktexas.gov/wp-content/uploads/2018/03/planningfeessummary-mar2018.pdf>

Monarch Tree Acknowledgement Waiver

For preliminary site development permit submittals lacking identification of monarch trees

Project Name:

Project Address:

The preliminary site development permit checklist on page 13 of this packet includes the requirement to depict the location, size (in diameter inches – measured at 4’-6” above grade), and species of each monarch tree on the development site. Preliminary SDPs submitted without this information begin the development review process at a disadvantage because the presence of monarch trees significantly impacts site design.

If a preliminary SDP is submitted without the appropriate monarch tree data, the engineer of record shall sign this waiver acknowledging the risk of moving forward with the review process despite inadequate monarch information. The discovery of a monarch tree later in the process could require drastic changes to the site layout and will prolong or endanger the approval process.

Applicant Signature

I, as the prime consultant, acknowledge the risk of moving forward with the preliminary site development permit review without accurate monarch tree information, which could delay or endanger permit approval.

Signature: _____

Printed Name: _____ Date: _____

Development Permit Application

- Site Permit
- Small Site Permit
- Subdivision Permit

Project Name: _____

Project Address: _____

General Application Information:

I. Land/ Property Ownership Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Developer Information (Consultant's Client): (Copied on all project correspondence)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

III. Prime Consultant/Applicant/Agent: (Main contact and responsible for application)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Engineer Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

V. Landscape Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

VI. Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Information:

- 1) Project Street Location or **official** address: _____
- 2) Property Acreage: _____
- 3) Building Square Footage (non-residential) or Number of Residential Units: _____
- 4) Current Zoning: _____ Proposed Zoning: _____
- 5) Adjacent Zoning: North _____ South _____ East _____ West _____
- 6) Is this project in a zoning overlay: Yes No
- 7) Is this project in a MUD? If yes, please list which MUD _____
- 8) MUD approval obtained? Yes No
- 9) Traffic Impact Analysis status (check one): approved waived
- 10) Is a License Agreement part of this application? Yes No
 - License Agreement application submitted? Yes No
- 11) Is a WTF (wireless transmission facility part of this application? Yes No
 - WTF application submitted? Yes No
- 12) Project located in the Edwards Aquifer Recharge Zone? Yes No
 - TCEQ application status _____
- 13) Was a Pre-submittal Meeting held prior to this submittal? Yes No
 - Date of meeting? _____
- 14) Site Legal Description: Lot: _____, Block _____
- 15) Subdivision Name: _____
 - Is plat recorded? Yes No
 - Date of recordation: _____
- 16) Proposed land use: _____

Owner Affidavit:

I, as the owner of the subject property, hereby authorize the aforementioned prime consultant to act on my behalf concerning all matters related to this development application.

Signature: _____

Printed Name: _____ Date: _____

Applicant Signature

I, as the prime consultant have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true, complete, and accurate.

Signature: _____

Printed Name: _____ Date: _____