



# Subdivision Improvement Permit

Application Information & Procedures

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# Development Packet for Subdivision Improvement Permits

This Development packet includes the procedural information, checklists, and forms necessary for obtaining subdivision development approval and permit through the Planning and Development Services Department (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 in regard to facilitating your development project.

The Planning and Development Services Department (PDS) is the first stop to begin your subdivision improvement or site development permit 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 Subdivision Improvement Permit?

The applicability of subdivision improvements is established by Article I of Part III, Chapter 4 Subdivision Design and Construction, of the Round Rock Zoning & Development Code. Subdivision Improvements are typically required to serve development lots with:

- Improvements to right-of-way access;
- Public water mains, services, and appurtenances;
- Public wastewater mains, services, and structures;and
- Stormwater infrastructure needed to convey public flows.

## Subdivision Improvement Permit review process overview

Please submit a [Pre-Submittal Meeting Request Form](#) to Planning & Development Services Intake staff at [PDSIntake@roundrocktexas.gov](mailto:PDSIntake@roundrocktexas.gov) to schedule this conference. It is required prior to submitting any development application. See page 9 for more information.

The SIP review process consists of the following steps:

Step 1 – Subdivision Improvement Permit (SIP) submittal for review (after pre-submittal meeting))

- Comment review meeting with staff, and
- requisite resubmittals

Step 2 – ASAP (Abbreviated Submittal Approval Process)

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

Step 3 – Pre-Construction meeting package review

- Subdivision Improvement Permit Revisions

Step 4 – SIP Revision review

- Resolutions to review comments and requisite resubmittals as applicable

Step5 – 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](http://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](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*);
- e) The specific regulations about which you are seeking a vesting determination

The Assistant Director will make a determination regarding 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 Park 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.

## Subdivision Improvement Permit Expiration

- a) Per Section 10-1 of the Zoning and Development Code, a NON-APPROVED Subdivision Improvement 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 Sections 4-95 and 10-2 of the Zoning and Development Code, expiration of an APPROVED Subdivision Improvement Permit is two (2) years from the date of issuance if construction has not begun. If construction has begun, a subdivision permit expires three (3) years from the date of permit approval.
- c) Once a permit or permit application has expired, a complete application refiling is required. This includes all documentation required for an adequate review and will be subject to all current design and construction standards at the time of the new application. New studies (e.g. geotechnical, flood, conveyance, wastewater, etc.) may be required at the discretion of the PDS Assistant 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 the 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 will be assigned to the project. 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.) needs to be at the meeting and must be prepared to present a basic 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.com](mailto:PDSIntake@roundrocktexas.com)) 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: Subdivision Improvement Permit Submittal**

### **Submittal Procedure**

Planning and Development Services (PDS) is awaiting your submittal. When you have completed your permit drawings and supporting documentation, please bring them and the application 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 internally to our interdepartmental review staff. There is a 20-business day review period for the first SIP submittal and a 15-business day review period for subsequent submittals.

### **Prerequisites for Subdivision Improvement Permit Submittals**

- 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.
- TIA (Traffic Impact Analysis) has been approved or waived by PDS or Transportation.

This step includes the submittal, review, and approval of the full civil-engineered construction drawings. The approved drawings will be the set of drawings the contractors use for the civil portion of the project during construction, and the set which the city's Civil Inspectors use when inspecting the construction of this project.

### **Comment Review and Solution Meeting**

Once you receive comments from PDS staff on the first subdivision improvement 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](mailto: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.

### **The Subdivision Improvement Permit (SIP) Review process is generally as follows:**

- The applicant submits the SIP set for review with a written comment-response letter.
- 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 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 updates for a resubmittal of the permit drawings.
- The Applicant schedules a meeting with PDS staff (mandatory for the first submittal and available for subsequent submittals) to review comments and discuss solutions.

## Application Checklist for SIP Submittals

- [PDS Letter of Transmittal](#)
- Completed application form with the first submittal
- Pre-submittal meeting minutes (with the first submittal) or the cover letter of the Comment Letter from the previous submittal (with subsequent submittals)
- Completed SIP Content Checklist (see page 18)
- Two (2) paper copies of plan sets, 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
- The most current version of the final plat is to be included as part of the SIP set (P&Z-approved plat is required to be in the set prior to SIP permit issuance).
- 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. 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 the scope of work must be comprehensible to ensure the reviewer 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.

## Subdivision Improvement Permit 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. **Staff will reject submittals which do not include critical items from this checklist**, such as but not limited to utility profiles, retaining wall design, and landscape plans.

### Subdivision Improvement Permit submittals shall include the following:

1. Supporting documents of approval or waiver for the TIA, flood study, wastewater capacity analysis, conveyance (RSMP) study; as well as necessary documentation for easements and the 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 major structures such as detention ponds, water quality ponds, property lines, and easements.
  - 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 the geotechnical/structural specialty 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 to be 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. Fore easements that are proposed with the permit, "proposed" is to be omitted from the callout, the latter which will include beneficiary, type of easement, and a blank to fill in the document recordation number when it becomes available.
  - 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 on page 22)

4. Cover sheet with the following information:
  - a. Name of project, to include reference to "SubdivisionImprovements"
  - 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 with columns for Revision Number, Description, Approval Signature, and Date
  - f. Applicant's name, street address, and phone number (do not include the email address).
  - g. Name, street address, and phone number of Engineer and Owner (do not include email addresses).
  - h. Signature block for "Planning and Development Services"
  - i. Location map with north arrow
  - j. Note addressing either on-site detention or request to participate in the Regional Stormwater Management Program (RSMP)
  - k. Water Quality Note regarding site location relative to Edwards Aquifer Recharge or Transition Zones
  - l. Orientation Map with hatched or shaded limits of construction
  - m. Compliancy Clause
  - n. Adequacy Clause
  - o. Impervious cover table
5. Copy of most current version of the final plat
6. Area plan indicating adjacent zoning, land uses, and area driveways within 200' (on both sides of roadways).
7. General Notes sheet
  - a. General Notes
  - b. Construction summary table found on City website: [Construction Summary Table](#)
  - c. Benchmark information with vertical datum and geoid indicated
  - d. Summary of pavement design specific to each road within the scope of the permit and specific to the stationing as applicable
8. Roadway Design and Profile sheet(s) showing:
  - a. Horizontal and vertical scales that match (e.g. H:1"=50' and V:1"=5')
  - b. Boundaries of project including bearings, distances, angles, and dimensions
  - c. Platted and recorded easements including any by separate instrument
  - d. Right-of-way lines, street curbs, centerlines, widths, radii, etc.
  - e. Label abutting zoning and existing land uses
  - f. Location and dimensions of sidewalks

- g. All existing median cuts
  - h. Vertical and horizontal roadway information
  - i. Inlet locations (with stationing)
  - j. Existing and proposed (finished) grade ground profiles (subgrade depicted)
  - k. Design speed stated
9. Drainage sheet(s) showing:
- a. One sheet with existing grades and topographic contours at intervals of either one or two feet with flow arrows
  - b. One sheet with proposed (finished) grades and topographic contours at intervals of either one or two feet with flow arrows
  - c. Karst features and any protected area required by U.S. Fish and Wildlife or TCEQ
  - d. Existing and proposed roads
  - e. Existing drainage features including lakes, streams, and ponds
  - f. Location of the FEMA Zone AE floodplain limits with base flood elevations indicated
  - g. Location of CORR ultimate 1% annual chance floodplain limits
  - h. Location and dimensions of existing and proposed storm water detention structures or ponds
  - i. Location and dimensions of existing and proposed water quality structures or ponds
  - j. Location and size of all proposed storm lines and surface drainage structures
  - k. Existing and developed sub-basin areas with supporting drainage calculations (for 2-year, 10-year, 25-year, 50-year and 100-year storms using [Round Rock RAIn](#))
  - l. Crossing station and elevation information for all utilities
  - m. If requesting participation in RSMP, a separate report 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 assumptions, method of analysis, and findings used to reach this conclusion.
  - n. Inlet locations with stationing and flowline information at inlet intake
10. Grading sheet(s) showing:
- a. Existing and proposed (finished grade) contour information at intervals of either one or two feet
  - b. Horizontal and vertical scale that match (e.g. 1"=50' and 1"=5')
  - c. Top of curb elevations
  - d. CORR ultimate 4% and 1% annual chance floodplains
  - e. Location and elevation of the FEMA Zone AE base flood and ultimate 1% annual chance floodplain
  - f. Grading as appropriate throughout subdivision area
  - g. Offsite existing grades and adequate information to show proposed grading ties in to existing grades
  - 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 extents of the wall shall be shown on all applicable sheets in the set.

11. Storm Sewer Plan and Profile sheet(s) 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 HGL's
  - 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.  $Q_{25}$  and  $Q_{100}$  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)
  
12. Erosion Control sheet 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
  
13. Utility sheet(s) showing:
  - a. One (1) plan with overall waterline, one (1) plan with overall wastewater, and one (1) plan with overall dry utility alignments
  - b. Alignment with stationing at 25' or 50' stationing
  - 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. Existing and proposed easements
  - e. Fire hydrants, water meters, wastewater cleanouts, gate valves, manholes, and all other pertinent information as required
  - f. Existing and proposed (finished grade) contour information
  - g. Utility crossing information with station and elevation information for both crossing utilities
  
14. Utility Profile sheet(s) showing:
  - a. Profiles for all public wastewater
  - b. Profiles for waterlines 8" in size or greater
  - 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)
  - e. Existing grade, finished grade, and subgrade (as applicable in paved areas)

15. Detail Sheet
  - a. Standard City-approved details associated with construction of the project (available on the City's website)
  
16. Tree Protection Sheet(s) and/or Landscaping Sheet(s) (if necessary) showing:
  - a. Texas Landscape Architecture seal
  - b. All base drawing information from the civil set, including most-current utility alignments
  - c. Rights-of-way labeled
  - d. Proposed and existing civil site elements
  - e. Locations of all existing trees whose critical root zone encroaches the limits of construction with tag numbers keyed to a tree list, with monarch trees designated by a distinct and conspicuous symbol
  - f. Any proposed landscaping (e.g. detention pond screening or street trees)
  - g. Natural features
  - h. Existing trees to be removed and to remain
  - i. Large, medium, and small trees proposed
  - j. Existing and proposed (finished grade) contours
  - k. Location of all easements (proposed and existing) with appropriate identifying annotations
  - l. Location of all utilities (proposed and existing) with appropriate identifying annotations
  - m. Location of proposed and existing fire hydrants
  - n. Location of new and existing freestanding light fixtures, including streetlights
  - o. Planting details
  - p. Tree protection notes – as specified in the [Round Rock Tree Technical Manual](#)
  - q. Freestanding sign location must be depicted on all landscape sheets with a callout indicating that the depiction of signage is “for reference only” and “that a separate sign permit is required”
  
17. Lighting Schematic sheet(s) showing:
  - a. Street light locations
  - b. Utility alignments and appurtenances for mains and services
  - c. Note stating that street lights shall not be within 6’ of a main, service, appurtenance, or structure for City water, wastewater, or storm infrastructure
  
18. Signage and Striping Sheet(s) showing:
  - a. Proposed signage
  - b. Proposed pavement markings
  - c. Sidewalk and curb ramp locations
  - d. (May be combined with Lighting Schematic)

19. 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
20. A floodplain study approved by Planning and Development Services (PDS).
21. A geotechnical investigation (soils report) approved by PDS.

Additional items may be required for resubmittals when documents are submitted for final approval and for 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 3: Resubmittals

A resubmittal is typically required to address comments issued with the previous permit review. The resubmittal process repeats as many times as necessary to resolve all 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 review cycles. Comments are issued via redlines (written or digital) and typed comments. The design engineer is required to respond to each comment 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 an updated set reflecting changes in response to 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 most current version of the final plat is to be included as part of the SIP set (P&Z-approved plat is required to be in the set prior to SIP permit issuance).
- 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 the scope of work must be comprehensible to ensure the reviewer 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.

## **Step 4: Abbreviated Submittal Approval Process (ASAP)**

To expedite the permitting process, staff has implemented the Abbreviated Submittal Approval Process (ASAP). The ASAP is meeting becomes an available option for 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 cover sheet.

### **ASAP Meeting Requirements**

- Staff has identified the ASAP as the next step in the latest 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.

### **New Application Required for Expired Subdivision Permits**

Please be advised that there is no extension for subdivision improvement permits that have expired. A new application, review, and permit will be necessary for any expired subdivision improvement permits. Per Sections 4-95 and 10-2 of the Zoning & Development Code, an approved subdivision improvement development permit will expire two (2) years from the date of permit issuance by the PDS director if construction has not commenced.

Even after construction has commenced, the approved subdivision improvement permit will expire three (3) years from the date of permit approval. If the subdivision improvement permit does expire, it must be resubmitted for review and issuance of a new permit. The new drawings will be required to meet design and construction standards in effect at the time of the new review, i.e. the new permit will not be vested under previous versions of the changed ordinances or standards.

## Step 5: Pre-Construction Meeting

In the ASAP meeting, the applicant will be issued a Pre-Construction Request Form (AKA "green sheet"). This sheet outlines the documentation required to set up a pre-construction meeting. Expect to include the following:

- [PDS Letter of Transmittal](#)
- Four (4) paper copies of the approved drawings on 24" x 36" sheet size\*
- One (1) copy of the engineered trench safety plan (required for trenches five feet (5') or deeper) (11"x17")
- One (1) copy of the engineer-sealed traffic control plan (11"x17"); 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 one (1) acre
- Completed Pre-Construction Request Form ("green sheet")
- 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.

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

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 a pre-construction meeting.

Improvements permitted by the SIP must be deemed substantially complete in writing by PDS before any associated Building Permits are to be issued.

### Revisions to Approved Subdivision Improvement 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 coversheet 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 cover sheet;
  - Copies of all sheets in the approved permit set that are affected by the change(s) being made. Individual sheets shall have revision block entries filled in with information related to the changes on that specific 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) web page\*.

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

## Procedural Information

1. Prior to every submittal, please reference the most recently published Submittal 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 PDS with questions about finding information online.
2. SIP review is entirely administrative, i.e. there are no city council or commission hearings involved.
3. The first submittal consists of a 20-business day staff review and subsequent submittals have a 15-business day review timeline. Upon the submittal of an application, the construction drawings are 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 cover letter.
4. Two (2) sets of drawings are required for the subdivision improvement permit submittals. Please reference the review correspondence for number of copies required for conditional approval submittals and resubmittals.
5. Subdivision Improvement Permits will be reviewed for completeness. Incomplete applications or permit sets with obvious major errors will be rejected.
6. Complete applications and resubmittals will be distributed for staff reviews.
7. 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 your project have a designated lead applicant to coordinate all project team members.
8. The SIP expires two (2) years from the date of permit issuance with no extensions.

## 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 Table<sup>1</sup>
  - d. Sheet-specific City standard notes<sup>2</sup>
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](#)<sup>2</sup>
  - b. Part III, 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: Code of Ordinances ([MuniCode](#))
  - a. Code of Ordinances Part III, Chapter 2: Zoning Districts and Use Regulations
  - b. Code of Ordinances Part III, Chapter 4: Subdivision Design and Construction
5. Landscape and Irrigation Compliance:
  - a. Zoning Ordinance Part III, Chapter 8, Section 8-10
6. Transportation Compliance:
  - a. Design and Construction Standards, Transportation Specifications (see 9(c), below)
  - b. Code of Ordinances Part III, Chapter 4: Subdivision Design and Construction
  - c. Code of Ordinances Part II, Chapter 42: Traffic Regulations
  - d. Code of Ordinances Part II, Chapter 44: Utilities
  - e. City of Round Rock Access Management Plan for State Highways and Permit Form (if applicable)<sup>3</sup>
7. Drainage Compliance:
  - a. Design and Construction Standards, Drainage Specifications (see 9(c), below)
  - b. Code of Ordinances Part III, Chapter 4: Subdivision Design and Construction
  - c. Code of Ordinances Part III, Chapter 8 Article X: Building Ordinance
  - d. Drainage calculations, 2, 10, 25, 50 and 100-year information -DACSDrainage, Section 1.2.0 and Part III, Chapter 4, Article VII Stormwater Drainage
  - 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. Code of Ordinances Part III, Chapter 4: Subdivision Design and Construction
  - c. Code of Ordinances Part III, Chapter 8 Article X: Building Ordinance
  - d. Code of Ordinances Part II, 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 (Dual-fed) 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](#) (Code of Ordinances)
  - c. Engineering Design and Construction Standards (DACs)
  - d. Sheet-specific CORR standard notes
  - e. [Tree Technical Manual](#)
  - f. [Tree mitigation worksheet \(Excel spreadsheet\)](#)

<sup>1</sup> Site Development Permits Section on [Land Development and Permits](#) webpage

<sup>2</sup> References Section on [Land Development and Permits](#) webpage

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

## Additional Information

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Staff contacts:

[https://www.roundrocktexas.gov/city-departments/planning-and-development-services/contacts\\_development-staff-current/](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>

# 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: \_\_\_\_\_