



Subdivision Development

Amending Plat

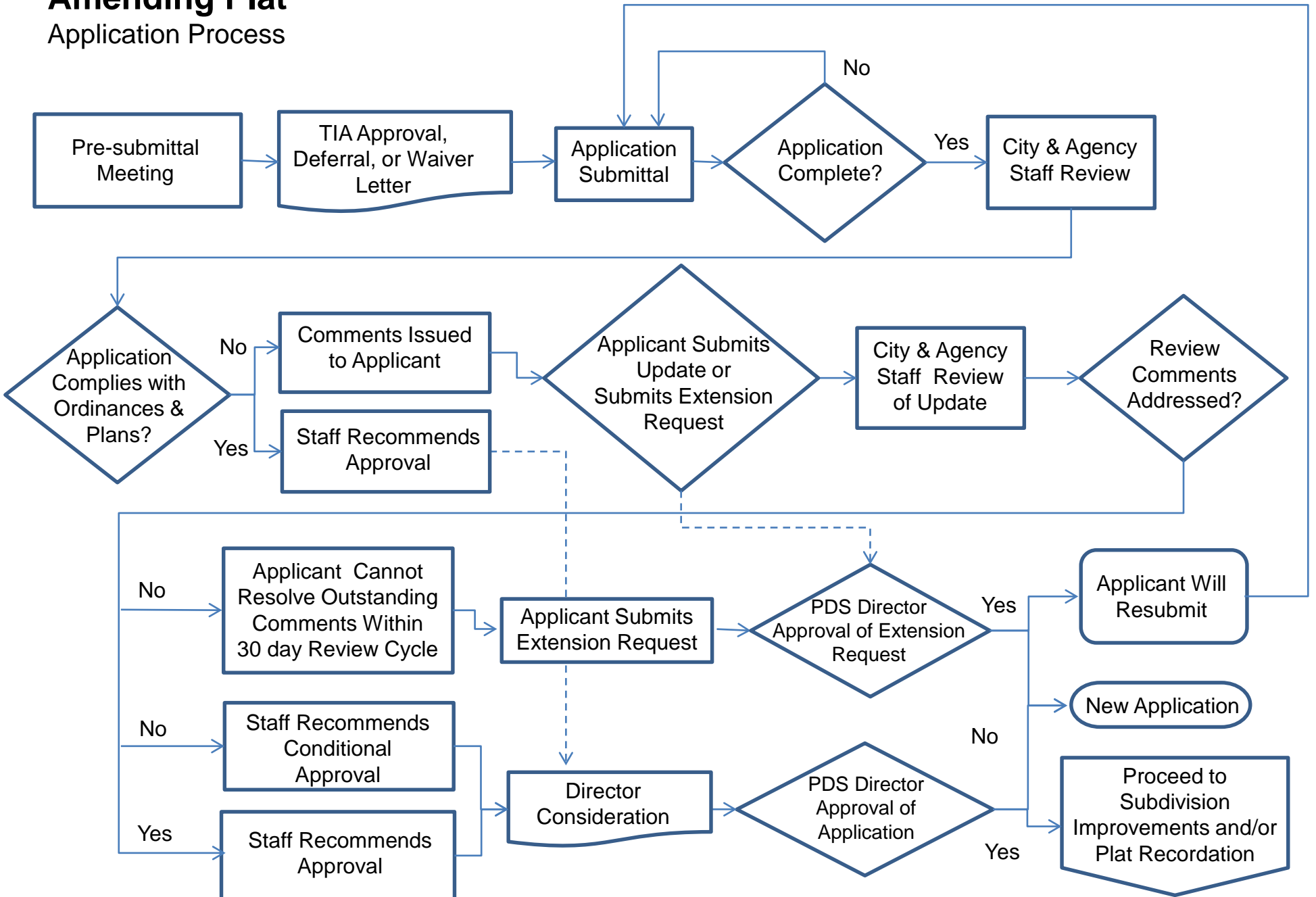
Application Information & Procedures

Copies of this and other Development Packet Chapters are available online at:
<https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/>

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Amending Plat Application Process



Amending Plat

This section of the Development Packet consists of information and required forms for Amending Plat applications.

The Amending Plat is intended to be used as a limited means to correct minor errors or make minor adjustments to a Recorded Final Plat as provided in the Texas Local Government Code, Section 212.016, as amended.

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

Amending Plat Review Process

An application is submitted on the Official Filing Date and reviewed for completeness (see attached Amending Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Amending Plat Content). Comments generated during that review are forwarded to the Applicant within 10 calendar days.

The Applicant typically has 1 week to respond to comments. After the Applicant has completed the requested modifications or otherwise addressed review comments, an updated plat, specified number of paper copies, and supporting materials shall be submitted to Planning and Development Services (PDS) for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Development Services Director (“Director”) approve the application. Amending Plats do not require subsequent City Council approval.

PDS staff will notify the Applicant of the Director’s approval. If an application was conditionally approved, the Applicant shall either correct the original mylar submitted with the response to comments, or shall submit a reproducible corrected mylar and a specified number of paper copies to PDS, if applicable.

Any conditions of application approval and/or corrections to the Amending Plat must be satisfied prior to recordation, or within 45 days, whichever occurs first.

An approved Amending Plat shall expire two years from the approval date if it has not been recorded.

Deadlines and Meeting Dates

Applications for Amending Plats are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City staff.

Review cycles usually begin on the 1st. and 3rd. Tuesday of each month. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at

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

Before submitting an application, the Applicant shall verify the deadline for filing an application with PDS and the date of the Planning and Zoning Commission meeting.

Subdivision Ordinance, Design & Construction Standards, & Other Requirements

This section of the Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements found in Code Of Ordinances, City of Round Rock, Part III, Zoning and Development Code, 2018, as amended. Please review applicable chapters of the Code of Ordinances and adopted Standards prior to application submittal.

The Zoning and Development Code is available online at:

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

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

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

Presubmittal Meeting

Prior to submitting an Amending Plat application, the Applicant shall schedule a Presubmittal Meeting with PDS to discuss the proposed development, unless the meeting is waived by PDS staff. A Presubmittal meeting request form is posted online at:

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

Please contact PDS (512) 218-5428 to schedule a Presubmittal Meeting for Platting. Please forward items noted on the request form to PDS well in advance of the scheduled meeting to allow time for staff review and any associated research.

Amending Plat Application Requirements

- Please note that Amended Plat Applications must be submitted in person by the Applicant or Applicant's agent. *Applications submitted by a delivery service will NOT be accepted.*
- Please note that the Amended Plat application will NOT be considered complete or filed unless all the application requirements are met.

The Applicant shall submit an Amending Plat application that **contains 1 paper and 1 digital copy** of the following, unless otherwise noted:

paper pdf

1. Completed **Project Application** (included in this packet);
2. Copy of **Presubmittal Meeting minutes or documentation** of City staff's knowledge of project being submitted.
3. **Abstractor's Certificate/Ownership and Lien Certificate** - Shall state the names and addresses of all current owners and current lien holders of the property described in the Final Plat. The Abstractor's Certificate/Ownership and Lien Certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat;
4. **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation;
5. **Deed(s)** - Identifying the owners of the property; Proof of signatory authority for corporations is required.
6. **Existing Easement Documents** - Provide copies of all recorded easements (except those dedicated by plat) affecting the existing plat
7. **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 - 663.19 which include provisions requiring 1:10,000 + 0.10 feet precision for monuments found or set within the corporate limits of any city in Texas
8. **TIA Letter** - Written confirmation from the City of Round Rock, Transportation Department approving, deferring, or waiving a TIA, pursuant to the requirements of Chapter 6, [Article IV](#), Zoning and Development Code of the City of Round Rock, Texas, 2018, as amended
9. **Current recorded plat** - At the same scale as the proposed Amending Plat
10. **Utility Service Letter** - Signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts; **OR** B) Stating there has been no change to the utility scenario since the previous submittal;
11. **Floodplain Study Resolved**- Written confirmation from the City of Round Rock Development Services Division that a Floodplain Study is not required or, if required, has been approved;
12. **Utility Schematics** - Indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to

serve all lots within the tract; schematics should include existing and proposed parcels and streets

- _____ 13. **Drainage Schematics** - Indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels and streets;
- _____ 14. **Amending Plat** - 5 paper copies with the title of the subdivision appearing on the outside and folded to a 9" x 12" size, and 1 copy at 11"x17";
- _____ Signed and sealed by Engineer if floodplain exists on site;
- _____ Signed and sealed by Surveyor;
- _____ If plat is in the ETJ, it must be signed by the FEMA Floodplain Administrator for Williamson County and may require WCCHD approval. (See "Platting in Round Rock's ETJ" in the Reference Section for additional information.);

- _____ 14. **Digital Files** 1-CD that contains the following:
- a) **Submittal documents (Items 1-11)** - in Adobe Acrobat pdf format.
 - b) **Utility Schematics (Item 12)** - AutoCAD file (projectname_utilschem.dwg) of the utility schematics
 - c) **Drainage Schematics (Item 13)** 1 AutoCAD file (projectname_drainschem.dwg) of the drainage schematics
 - d) **Amending Plat (Item 14) in one of the following formats:**
 - _____ 1 file in one of the following formats:
 - AutoCAD (projectname_amending.dwg),
 - ESRI (projectname_amending.shp), orThe file shall be georeferenced to the State Plane Grid Coordinate System - Texas Central zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.
 - _____ 1 file in Adobe Acrobat format (projectname_amending.pdf)
 - _____ 1 file in Adobe Acrobat format reduced to 11"x17" (projectname_amending11x17.pdf).

_____ 15. **Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Checks shall be made payable to the City of Round Rock and are based on the following:

Application Fee (base fee)	\$	<u>500.00</u>
Lot Fee: Number of Lots _____ x \$25	\$	<u> </u>
Legal Fee	\$	<u>100.00</u>
TOTAL	\$	<u> </u>

Amending Plat Content (must be shown on Plat)

1. Subdivision name; must include phrase "Amended Plat of" and reference original subdivision (lot, block, section or phase as appropriate)
2. All text, line work and hatching shall be legible.
3. North arrow on plat schematic
4. Schematic drawn at a scale 1" = 100'
5. Scale bar and numeric scale
6. The following information shall appear **in ONE place on the FIRST sheet**:
 - OWNERS: (if corporation include name)
 - ACREAGE:
 - SURVEYOR:
 - NUMBER OF BLOCKS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - BENCHMARK DESCRIPTION & ELEVATION WITH VERTICAL DATUM AND GEOID
 - ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."
 - PATENT SURVEY:
 - ENGINEER:
 - NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."

**Please do not include email addresses on any of the Plat sheets.*
7. Location map with north arrow
8. Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
9. A legend with all acronyms, line work and hatching defined.
10. Boundary survey with bearings and distances; boundary shown in solid bold lines
11. Point of beginning labeled on plat and described in a metes and bounds description
12. A survey tie across each adjacent street or right-of-way to determine right-of-way width(s), with one end of each tie on the subject property boundary, and the other end intersecting with and perpendicular to the opposing right-of-way line.
13. Monumentation (review Monuments and Control Points Requirements packet)
14. Dashed lines showing:
 - a) Adjacent subdivision lots (preliminary plat, final plat or recorded plat), with the name of the subdivision; and
 - b) Adjacent unplatted property with names of landowners and acreage of property."
15. Dashed lines showing adjacent streets, onsite and offsite easements.
16. Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan, as amended.
17. Label all ROW widths; include complete curve and line data, in a table if applicable
18. Streets: street names must be continuous from any adjacent subdivisions.
19. Show two points of vehicular access for plats containing more than 29 dwelling units.

20. If applicable, the following note shall appear: "A second point of access, meeting all criteria of the most recently adopted Fire Code, as amended, shall be required on all plats of residential subdivisions containing greater than 29 dwelling units."
21. Lot and block lines
22. Numbers on all proposed lots and letters on proposed blocks
23. Dimensions for front, rear, and side lot lines
24. Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
25. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
26. Existing easements:
 - a) All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
 - b) The beneficiary of the easement must be included in the easement label.
 - c) Bearing and distance calls are not listed for separate instrument easements.
 - d) Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
 - e) Copies of all existing easement documents shall be provided.
27. Depiction of the ultimate 4% annual chance floodplain and ultimate 1% annual chance floodplain with unique line types.

One of the following set of notes shall be added to the plat as applicable:

- a) If the ultimate 1% annual floodplain **does not** encroach upon any portion of the tract, the following note shall be added to the plat:

"No portion of this tract is encroached by the ultimate 1% annual chance floodplain."
- b) If the ultimate 1% annual floodplain **does** encroach upon the tract or any adjacent tract, the following note shall be added to the plat:

"A portion of this tract is encroached by the ultimate 1% annual chance floodplain.";

AND

"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 1% annual chance floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."
28. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend; omit depictions of the FEMA floodway.
29. One of the following notes shall be listed on the plat:
 - a) "No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual chance flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date ___, for ___ County, Texas."

Or:

- b) A portion of this tract is encroached by special flood hazard areas inundated by the 1% annual chance flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for _____ County, Texas.”

30. For plats encroached by the ultimate 1% annual chance floodplain, and where the subject plat area is
- a) Single-family and two-family fee simple lots, show the minimum finished floor elevations (MFFE) for all lots adjacent to the floodplain;
 - b) All other final plat developable lots, provide ultimate 1% annual chance water surface elevations at the most upstream and most downstream locations as well as one in the middle, and a note that all slab elevations shall be a minimum of two (2) feet above the ultimate 1% annual chance floodplain.
31. All drainage easements and required off-site extensions shall be labeled as “drainage and storm sewer easements”. If a drainage easement exists or is proposed, the following note shall be added to the plat:
“No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.”
32. All original plat notes from the recorded plat. If applicable, a plat note stating: “Sidewalks shall be constructed in accordance with Part III, Zoning and Development Code, Section 6-26, City of Round Rock, Texas, 2018, as amended.”
33. Signed and sealed surveyor’s certification.
34. Signed and sealed engineer’s certification if floodplain exists on site.
35. Current and complete ownership conveyance statement(s) with lien holder approval, if applicable and all appropriate signature blocks. Proof of signatory authority for corporations is required. **Note: Signature blocks will vary.** (See examples below)



Project Application (Page 1 of 2)

City of Round Rock · Planning & Development Services Department
301 Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

A. Project Information *please complete all items*

Project Name: _____

Project Address: _____

Tax ID number(s): _____

Application Type

- | | | | |
|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Vacation (<u>circle one</u> : plat, |
| <input type="checkbox"/> Zoning | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Replat | easement or building line) |
| <input type="checkbox"/> PUD | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Donation |

Revision of Approved Plan/Plat? Y N Name: _____

Jurisdiction: City Limits ETJ Total Acres: _____ No. of Lots: _____

Original Survey & Abstract No.: _____

Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Location: _____

Proposed Use(s): _____

Applicant's Signature

Applicant's role: Owner Developer Other: _____

I hereby Certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge.

Signature: _____

Printed Name: _____ Date: _____

Please Complete Page 2

Staff Use Only Application No: _____ Date: _____



Project Application (Page 2 of 2)

City of Round Rock · Planning & Development Services Department
301 W. Bagdad Ave. #210, Round Rock, TX 78664 · 512-218-5428

B. Contact Information *(please complete all items - attach additional pages as necessary)*

I. Property Owner(s)

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Owner's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

III. Developer

Firm Name (if applicable): _____

Owner Name(s): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Developer's Agent/Engineer (main contact person responsible for application)

Role: Engineer Agent Other: _____

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Secondary Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Signature Blocks for Corporate Entity

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[signature]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name: _____

My Commission Expires:

Signature Blocks for Corporate Entity

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain ____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name:

My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume __, Page ____ [or Document Number], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien holder)

By:

_____, its _____

(Typed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, _____.

Notary Public, State of Texas

Printed Name:

My Commission Expires:

Signature Blocks for Natural Persons

IF THERE ARE NO LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of _____, 20 _____,
by _____.

Notary Public, State of Texas

Printed Name: _____

My Commission Expires: _____

Signature Blocks for Natural Persons

IF THERE ARE LIEN HOLDERS:

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public be known as _____ subdivision.

_____ [signature]

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,

By _____ .

Notary Public, State of Texas

Printed Name: _____

My Commission Expires:

AND

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

_____ [Name of Lien holder]

By:

_____, its _____

[Typed Name]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ____ day of _____, 20____,

by _____ .

Notary Public, State of Texas

Printed Name:

My Commission Expires:

PDS Director Certification & Signature Block
(for Plats in ***Williamson County***)

Approved this _____ day of _____, 20____, by the Planning and Development Services Department of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

Brad Wiseman, Director
City of Round Rock Planning and Development Services Department

PDS Director Certification & Signature Block
(for Plats in ***Travis County***)

Approved this _____ day of _____, 20____, by the Planning and Development Services Department of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Travis County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

Brad Wiseman, Director
City of Round Rock Planning and Development Services Department

County Clerk Signature Block
(for Plats in *Williamson County*)

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

THAT I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATION OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, A.D., 20____, AT ____ O'CLOCK ____ M. AND DULY RECORDED ON THE ____ DAY OF _____, A.D., 20____ AT ____ O'CLOCK ____ M. IN THE PLAT RECORDS OF SAID COUNTY, IN DOCUMENT NO. _____.

WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST ABOVE WRITTEN.

NANCY RISTER, CLERK, COUNTY COURT
WILLIAMSON COUNTY, TEXAS

BY: _____
DEPUTY

Note: The Williamson County Clerk's signature block shall be located on the bottom, right side of the signature block sheet with sufficient room to include a seal.

County Clerk Signature Block
(for Plats in *Travis County*)

STATE OF TEXAS §
COUNTY OF TRAVIS §

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____ M., DULY RECORDED ON THE ____ DAY OF _____, 20____, A.D. AT ____ O'CLOCK ____ M., OF SAID COUNTY AND STATE IN DOCUMENT NUMBER _____ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS ____ DAY OF _____, 20____, A.D.

DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

DEPUTY

**Certificate, Signature, and Seal of the
Licensed Surveyor Who Prepared the Plat**

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 4 - Subdivision Design and Construction, Part III - Zoning and Development Code, Code of Ordinances, City of Round Rock, 2018 Edition as amended.

Signature and Seal of Licensed Surveyor

Date

**Certificate, Signature, and Seal of a
Registered Professional Engineer**

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that the information contained on this plat complies with Chapter 4 - Subdivision Design and Construction, Part III - Zoning and Development Code, Code of Ordinances, City of Round Rock, 2018 Edition as amended, and the Design and Construction Standards adopted by the City of Round Rock, Texas.

Signature and Seal of Licensed Engineer

Date

City of Round Rock, Texas
2022 - Planning and Zoning Commission Schedule

(Gray = 2021 and 2023 P&Z meeting schedule)			
Submittal Day 12 Noon Deadline (Tuesday*)	** Public Notice/Sign Posting Deadline (Friday*)	1st Available P&Z Meeting (Wednesday*)	Target City Council Meeting (Thursday*)
Oct 19	Nov 1	Nov 17	Dec 16
Nov 2	Nov 15	Dec 1	Jan 13
Nov 16	Nov 29	Dec 15	Jan 27
Dec 14	Dec 23 (Thursday)	Jan 12	Feb 10
Only 1 meeting in January.			
Jan 4	Jan 14 (Friday)	Feb 2	Mar 10
Jan 18	Jan 31	Feb 16	Mar 24
Feb 1	Feb 14	Mar 2	Apr 14
Only 1 meeting in March due to Spring Break.			
Mar 8	Mar 21	Apr 6	May 12
Mar 22	Apr 4	Apr 20	May 26
Apr 5	Apr 18	May 4	Jun 9
Apr 19	May 2	May 18	Jun 23
May 3	May 16	Jun 1	Jul 14
May 17	May 27 (Friday)	Jun 15	Jul 28
Only 1 meeting in July due to the Independence Day Holiday.			
Jun 21	Jun 30	Jul 20	Aug 25
Jul 5	Jul 15	Aug 3	Sep 8
Jul 19	Jul 29	Aug 17	Sep 22
Aug 9	Aug 22	Sep 7	Oct 13
Aug 23	Sep 1 (Thursday)	Sep 21	Oct 27
Sep 6	Sep 16	Oct 5	Nov 3
Sep 20	Sep 30	Oct 18 (Tuesday)	Nov 17
Oct 4	Oct 14	Nov 2	Dec 1
Oct 18	Oct 28	Nov 16	Dec 15
Nov 8	Nov 18	Dec 7	Jan 12
Nov 22	Dec 2	Dec 21	Jan 26
Dec 13	Dec 22	Jan 11	Feb 9

All information for platting and zoning submittals must be delivered to the Planning Department designated representative by the 12 Noon deadline on the date indicated as Submittal Day. Applications must be hand delivered by the applicant and/or authorized agent (no runners or couriers).

Target Council meeting dates are approximately 1 month after the P&Z meeting. For additional information, please contact Cecilia Chapa at 512-671-2727 or 512-218-5428.

Notes:

The Planning and Zoning Commission meetings are held at the City Council Chambers, located at 221 East Main Street, Round Rock, Texas 78664. **Meetings begin at 6:00 p.m.**

* Day of week unless otherwise noted.

** Zoning and Concept Plan notification deadlines. For Replat application deadlines, please contact staff. Starting on June, posting deadline is on the Friday before publication day.

City of Round Rock Development Contacts

Planning and Development Services Department (PDS)

301 W. Bagdad, Suite 210, Round Rock, TX 78664	512-218-5428	Fax: 512-218-3286
Easement Dedications/Vacations and Fiscal Posting		
Roxanne Flores, Senior Engineering Technician	512-218-6658	rflores@roundrocktexas.gov
Encroachment Agreements		
Veronica Chandler, Planner	512-341-3320	vchandler@roundrocktexas.gov
Floodplain and Drainage Requirements		
Jeff Brooks, Staff Engineer	512-341-3363	jbrooks@roundrocktexas.gov
Forestry and Landscaping		
Lindsay Darden, Senior Planner	512-218-5429	ldarden@roundrocktexas.gov
Historic Preservation		
Joelle Jordan, Principal Planner	512-218-5422	jjordan@roundrocktexas.gov
Platting Application Requirements, Review and Approval Process, and Plat Recordation		
Matt Johnson, Senior Planner	512-341-3327	mjohnson@roundrocktexas.gov
Cecilia Chapa, Development Technician	512-671-2727	cchapa@roundrocktexas.gov
Presubmittal Meetings	512-218-5428	pdsintake@roundrocktexas.gov
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