



# Annexation

## Application Information

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

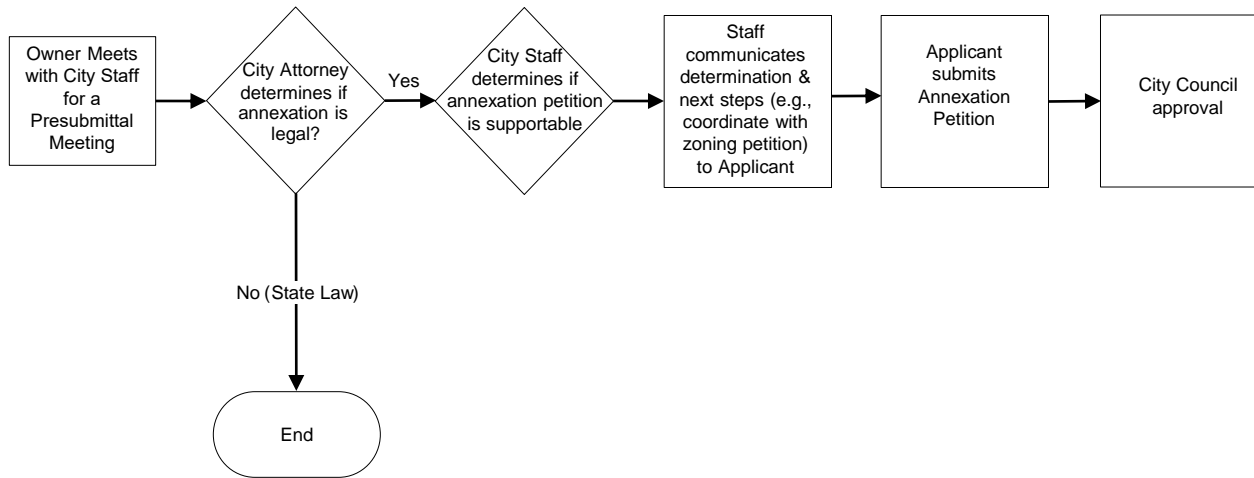
### **Contents:**

Application Information and Instructions  
Application Requirements  
Application Sheet  
Sample Annexation Petition

**Planning and Development Services Department**  
**City of Round Rock, Texas**

Updated November 3, 2022

# Annexation Process (Voluntary)



# ANNEXATION PACKET

This Annexation Packet consists of information and the required Annexation Petition form which is presented to the Round Rock City Council.

Requests for annexation are considered solely by City Council, who has full discretion in granting or denying the Petition. Their decision to grant the petition shall be based, in part, on staff recommendation.

A Petition from the property owner requesting annexation shall be submitted when a property owner is requesting original zoning (please refer to the Zoning Packet). After the original zoning request is considered and has received a favorable recommendation from the Planning and Zoning Commission, this Petition will accompany the original zoning recommendation to the City Council for their consideration.

Although a Petition for annexation may be submitted by an owner for consideration by Council without an accompanying request for zoning, the Petition will likely not have staff support.

## **Presubmittal Meeting**

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Prior to submitting an Annexation application, the Applicant must schedule a presubmittal meeting with PDS to discuss the proposed development. A [Presubmittal Meeting Request form](#) is included in this packet and is also available online.

Please contact PDS Intake at (512) 218-5428 or [PDSIntake@roundrocktexas.gov](mailto:PDSIntake@roundrocktexas.gov) to schedule the presubmittal meeting.

# ANNEXATION REQUIREMENTS

Applications for annexation shall include the following items:

\_\_\_\_\_ **Project Application**

To be submitted in conjunction with the original zoning application.  
**(Form Follows)**

\_\_\_\_\_ **Annexation Petition**

To be submitted at the time of the original zoning application to Planning and Zoning Commission. **(Template follows)**

\_\_\_\_\_ **Exhibit A**

Legal description if a legally recorded lot or a metes and bounds description if unplatted acreage. The description shall be typed, include acreage information, the name of original or patent survey, be printed on 8 1/2" x 11" paper, and include a legible sketch or survey plot of the property. If a metes and bounds description is prepared, it must be signed and sealed by the Registered Professional Land Surveyor who prepared it. This exhibit shall be entitled "EXHIBIT A" **(Two original copies required.)**

\_\_\_\_\_ **Ownership Document(s)**

Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust, or other entity, documents demonstrating signatory's authority to sign Petition on behalf of entity must be included.

\_\_\_\_\_ **Utility Provision Statement**

A statement by the property owner stating the property is within the City of Round Rock's CCN (service area) for water and wastewater service and an estimation of how the property will be connected by the owner to that existing water and wastewater system.

\_\_\_\_\_ **Municipal Services Agreement**

This document, which sets forth the services to be provided by the City, must be signed by the property owner prior to being considered by the City Council. The Agreement will be drafted by the City.



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

**ANNEXATION PETITION**

TO THE MAYOR AND THE CITY COUNCIL OF THE  
CITY OF ROUND ROCK, TEXAS:

The undersigned owners of the hereinafter described tract of land hereby petition your Honorable City Council to extend the present city limits so as to include as a part of the City of Round Rock, Texas, the following described territory, to-wit:

\_\_\_\_\_  
*[Legal description of property]*

And being more particularly described in the sketch and description attached hereto as **Exhibit "A"**.

I hereby certify, under oath, that:

(1) \_\_\_\_\_ AM/A  
RE THE TRUE AND ONLY OWNER(S) OF THE ABOVE-DESCRIBED TRACT OF  
LAND, and

(2) The above-described tract of land, as depicted in Exhibit "A", is contiguous and adjacent to the current city limits of the City of Round Rock, Texas.

\_\_\_\_\_  
*[Owner's signature & printed name]*

\_\_\_\_\_  
*[Owner's signature and printed name]*

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

SUBSCRIBED AND SWORN TO ME BEFORE, a notary public, by \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D.

\_\_\_\_\_  
Notary Public, State of Texas

(Seal)

**City of Round Rock, Texas**  
**2023 - Planning and Zoning Commission Schedule**

| (Gray highlight denotes 2022 and 2024 dates)    |  |  |   |
|---|--|--|---|
| Submittal Day<br>12 Noon Deadline<br>(Tuesday*) | ** Public Notice/Sign<br>Posting Deadline<br>(Friday*) | 1st Available<br>P&Z Meeting<br>(Wednesday*) | Target City Council<br>Meeting<br>(Thursday*) |
| Nov 8   | Nov 16 (Wednesday)                                     | Dec 7  | Jan 12  |
| Nov 22  | Dec 2  | Dec 21                                       | Jan 26  |
| Dec 13  | Dec 16   | Jan 11                                       | Feb 9   |
| Only one meeting in January                     |  |  |   |
| Jan 3   | Jan 12 (Thursday)*                                     | Feb 1  | Mar 9   |
| Jan 17  | Jan 27   | Feb 16 (Thursday)*                           | Mar 23  |
| Jan 31  | Feb 10   | Mar 1  | Apr 13  |
| Only one meeting in March (Springbreak)         |  |  |   |
| Mar 7   | Mar 17   | Apr 5  | May 11  |
| Mar 21  | Mar 31   | Apr 19                                       | May 25  |
| Apr 4   | Apr 14   | May 3  | Jun 8   |
| Apr 18  | Apr 28   | May 17                                       | Jun 22  |
| May 9   | May 19   | Jun 7  | Jul 13  |
| May 23  |  | Jun 21                                       | Jul 27  |
| Only one meeting in July (4th of July)          |  |  |   |
| Jun 20  | Jun 30   | Jul 19                                       | Aug 24  |
| Jul 5 (Wednesday)*                              | Jul 14   | Aug 2  | Sep 14  |
| Jul 18  | Jul 28   | Aug 16                                       | Sep 28  |
| Aug 8   | Aug 18   | Sep 6  | Oct 12  |
| Aug 22  | Sep 1  | Sep 20                                       | Oct 26  |
| Sep 5   | Sep 15   | Oct 4  | Nov 2   |
| Sep 19  | Sep 29   | Oct 18                                       | Nov 16  |
| Oct 3   | Oct 19   | Nov 1  | Dec 7   |
| Oct 17  | Oct 27   | Nov 15                                       | Dec 21  |
| Nov 7   | Nov 17   | Dec 6  | Jan 11  |
| Nov 21  | Dec 1  | Dec 20                                       | Jan 26  |
| Dec 12  | Dec 21   | Jan 10                                       | Feb 8   |

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.



# City of Round Rock Development Contacts

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## **Planning and Development Services Department (PDS)**

|   |              |  |
|---|--------------|--|
| 301 W. Bagdad, Suite 210, Round Rock, TX 78664  | 512-218-5428 | Fax: 512-218-3286  |
| <b>Easement Dedications/Vacations and Fiscal Posting</b>                                    |              |  |
| Roxanne Flores, Senior Engineering Technician   | 512-218-6658 | <a href="mailto:rflores@roundrocktexas.gov">rflores@roundrocktexas.gov</a>     |
| <b>Encroachment Agreements</b>  |              |  |
| Veronica Chandler, Planner  | 512-341-3320 | <a href="mailto:vchandler@roundrocktexas.gov">vchandler@roundrocktexas.gov</a> |
| <b>Floodplain and Drainage Requirements</b>   |              |  |
| Jeff Brooks, Staff Engineer   | 512-341-3363 | <a href="mailto:jbrooks@roundrocktexas.gov">jbrooks@roundrocktexas.gov</a>     |
| <b>Forestry and Landscaping</b>   |              |  |
| Lindsay Darden, Senior Planner  | 512-218-5429 | <a href="mailto:ldarden@roundrocktexas.gov">ldarden@roundrocktexas.gov</a>     |
| <b>Historic Preservation</b>  |              |  |
| Joelle Jordan, Principal Planner  | 512-218-5422 | <a href="mailto:jjordan@roundrocktexas.gov">jjordan@roundrocktexas.gov</a>     |
| <b>Platting Application Requirements, Review and Approval Process, and Plat Recordation</b> |              |  |
| Matt Johnson, Senior Planner  | 512-341-3327 | <a href="mailto:mjohnson@roundrocktexas.gov">mjohnson@roundrocktexas.gov</a>   |
| Cecilia Chapa, Development Technician   | 512-671-2727 | <a href="mailto:cchapa@roundrocktexas.gov">cchapa@roundrocktexas.gov</a>       |
| <b>Presubmittal Meetings</b>  | 512-218-5428 | <a href="mailto:pdsintake@roundrocktexas.gov">pdsintake@roundrocktexas.gov</a> |
| Savina McCarter, Development Technician<br>Jasmine Macias, Development Technician           |              |  |
| <b>Project Closeout</b>   |              |  |
| Hazel Sherrod, Development Technician   | 512-341-3161 | <a href="mailto:hsherrod@roundrocktexas.gov">hsherrod@roundrocktexas.gov</a>   |
| <b>Signs</b>  |              |  |
| Veronica Chandler, Planner  | 512-341-3320 | <a href="mailto:vchandler@roundrocktexas.gov">vchandler@roundrocktexas.gov</a> |
| <b>Utilities and Subdivision Improvements</b>   |              |  |
| Jeff Brooks, Staff Engineer   | 512-341-3363 | <a href="mailto:jbrooks@roundrocktexas.gov">jbrooks@roundrocktexas.gov</a>     |
| <b>Zoning and PUD Applications, Annexation</b>  |              |  |
| Joe Wyman, Senior Planner   | 512-218-5592 | <a href="mailto:jwyman@roundrocktexas.gov">jwyman@roundrocktexas.gov</a>       |
| <b><u>Fire Department</u></b>   |              |  |
| 203 Commerce Blvd, Round Rock, TX 78664   | 512-218-5590 | Fax: 512-218-5594  |
| <b>Fire Code</b>  |              |  |
| Gary Wallis, Captain  | 512-218-7025 | <a href="mailto:gwallis@roundrocktexas.gov">gwallis@roundrocktexas.gov</a>     |
| <b><u>Parks and Recreation Department (PARD)</u></b>  |              |  |
| 301 W. Bagdad, Suite 250, Round Rock, TX 78664  | 512-218-5540 | Fax: 512-218-5548  |
| <b>Parkland Dedication and Trails</b>   |              |  |
| Katie Baker, Park Development Mgr.  | 512-341-3355 | <a href="mailto:kbaker@roundrocktexas.gov">kbaker@roundrocktexas.gov</a>       |
| <b><u>Transportation Department</u></b>   |              |  |
| 3400 Sunrise Road, Round Rock, TX 78664   | 512-218-7044 | Fax: 512-218-3242  |
| <b>Transportation Requirements</b>  |              |  |
| Ed Polasek, Transportation Senior Planner   | 512-341-3167 | <a href="mailto:epolasek@roundrocktexas.gov">epolasek@roundrocktexas.gov</a>   |