



Planned Unit Development 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/>

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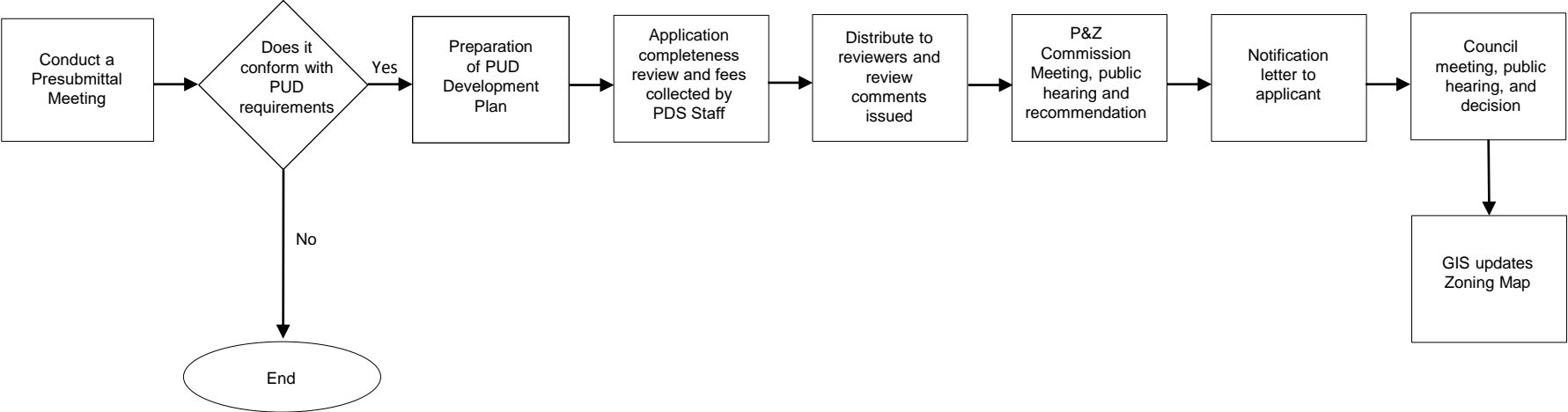
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PLANNED UNIT DEVELOPMENT APPLICATION

This Development Packet consists of useful information and the required form for Planned Unit Development (PUD) applications to the City of Round Rock Planning and Zoning Commission.

Purpose of a Planned Unit Development Zoning District

A Planned Unit Development (PUD) is a site-specific zoning district tailored to a specific location and use(s). PUDs allow greater flexibility, but the overall development quality must be equal to or better than what would be required by standard zoning. It is the responsibility of the applicant to provide a justification for the PUD zoning district, including both how the proposed development standards deviate from those in a standard zoning district and in what ways the development exceeds the typical standards.

Review of a Planned Unit Development Application

Because a PUD involves negotiation of development standards, the PUD application requires a more extensive review than a standard rezoning. A PUD application will not be set for a public hearing until the proposed standards are fully drafted and agreed upon by both the Planning Director and the applicant.

Deadlines and Meeting Dates

Once the applicant and the City have reached agreement on the draft PUD, the application is placed on a strict schedule that includes specific dates for public notice, review and recommendation by the Planning and Zoning Commission, and review and determination by the City Council. The entire process from application to final approval or disapproval by the City Council is a minimum of three months.

Presubmittal Meeting

Prior to submitting a PUD 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 to schedule the presubmittal meeting.

Planned Unit Development Zoning Application Checklist

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

- A **draft PUD Development Plan**, which may include a **Concept Plan**, as defined by the Subdivision Code, coordinated with City staff.
- PUD Zoning **Application**.
- Written approval, deferral or waiver from the City's Transportation Director regarding a **Traffic Impact Analysis (TIA)**. (See attached TIA information sheet, pg. 5)
- Property description** of the land to be rezoned, either: (1) the subdivision lot and block information, as recorded with the County Clerk *or* (2) a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas. The metes and bounds description shall be provided in a format reproducible on 8 1/2" x 11" paper. (Please provide *two* sets of originals and *one* digital copy.)
- Copy of **deed(s)**, identifying the owner(s) of the property.
- An **abstractor's certificate or title commitment**, which shall state the names and addresses of all current owners and current lien-holders of the subject property. The abstractor's certificate or title commitment shall be dated no earlier than 30 days prior to submission of the application.
- Notification to owners** of properties within 300' of the subject property:
 - A **map** (to scale) indicating the subject property with a line drawn around the property at 300' from the lot line, identifying all properties lying wholly or in part within the 300 ft. boundary;
 - A **list of the names and addresses** (according to the county appraisal district) of the owners of all such properties; and
 - Two sets of **address labels** giving the names and addresses of all these property owners, to be used for notification of public hearings at the Planning and Zoning Commission and City Council meetings.
- On-site public hearing sign(s) installed by Applicant as per instruction sheet
- A **letter** providing a general description of the proposed use of the subject property and including the phone number and e-mail address for the applicant or their agent. This letter will be included with the public hearing notice mailed to the property owners within 300' of the subject property.

- A **check** payable to the City of Round Rock for the applicable fee(s).
 - **Planned Unit Development (PUD):**
 - \$2,000 for the first acre, plus \$200 per additional acre or fraction thereof, calculated on a pro rata basis (*example: fee for a 2.75-acre tract would be $\$2,000 + (\$200 \times 1.75) = \$2,350$*). Total fee not to exceed \$5,000.
 - Notification fees (see below)
 - **Major PUD amendment** (requiring P&Z approval):
\$1,500 + Notification fees (see below)
 - A **Minor PUD amendment** (administrative approval):
\$500 (No notification fees)
 - **Notification fees and Process** (includes notices for both Planning & Zoning Commission and City Council public hearings):
 - \$300 for two published newspaper notices
 - \$1 per letter sent to all owners of properties within 300 ft. (owners of multiple properties will receive one letter)
 - \$20 per on-site public hearing notification sign (one sign is required; additional signs may be required for lots that are large or front on more than one road)
On-site public hearing sign(s) installed by Applicant as per instruction sheet

Traffic Impact Analysis (TIA)

Prior to the submission of a Zoning Application, the applicant shall contact the City of Round Rock Department of Transportation Services to ascertain whether or not a Traffic Impact Analysis (TIA) will be required. On the date of submittal of the Zoning Application to the Planning & Development Services Department, one of the following must be included:

- 1) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been approved; or
- 2) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been deferred; or
- 3) A letter from the City of Round Rock Department of Transportation Services stating that a TIA for the project has been waived.

Please contact the Transportation staff person on the Development Staff Contacts list to discuss the determination regarding the TIA requirement.

If required, the TIA shall be prepared in accordance with the City of Round Rock Design and Construction Standards, Transportation Criteria Manual, Section 2 - Traffic Impact Analysis.



Presubmittal Meeting Request Form

Instructions: Forward the completed form to Intake Staff via fax (512) 218-3286 or email (PDSIntake@roundrocktexas.gov) to schedule a presubmittal meeting.

1) Requested meeting date(s) or day(s) of the week: _____
 Requested meeting time(s): Morning or Afternoon

2) Project Location:
 Legal Description: _____
 Address: _____
 Parcel ID/R No(s). from County Appraisal District: _____

3) Current land use: _____
 Check one: Undeveloped Developed & to be Reused/Redeveloped To be Demolished

4) Proposed land use: _____
 Current zoning: _____ or Unzoned _____

5) Is a rezoning required for proposed use(s)? Yes No Don't Know
 6) Is the property subdivided/platted? Yes No Don't Know
 Is a plat or modification to an existing plat required? Yes No Don't Know

7) Approximate Square Feet of Improvements or Number of Residential Units: _____

8) Please list specific questions or concerns you would like discussed with City staff:

9) Contact Name: _____
 Contact Role (e.g. owner, agent, developer): _____
 Contact Phone: _____ Contact Email: _____

Project Owner if not Attending requested meeting:
 Name: _____ Phone/Email: _____
 Address: _____

The presubmittal meeting does not constitute a City review for the purposes of approval or permit issuance. Upon submittal of the appropriate applications, comments may be issued on items that were not discussed at the meeting. Nor shall the date of the meeting be construed as the submittal date for the application.



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: _____

Planned Unit Development (PUD) Application

Project Name: _____ Date: _____

Petition to the City Council of Round Rock, Texas:

Property owner(s): _____

Owner's agent (if applicable): _____

hereby make(s) application to the City Council of the City of Round Rock for change in zoning designation of the property described below:

- New planned Unit Development (PUD)
- Amendment to PUD # _____

Justification for PUD zoning (*attach additional pages as necessary*):

Property Description:

A: Recorded Subdivision Information:

Subdivision: _____

Lot: _____, Block: _____ Acres: _____

Recorded in Williamson County, TX, Document #: _____

or: Volume #: _____ Page #: _____

or B: Property Description Information: (*attach a metes and bounds description with a sketch, signed and sealed by a Registered Professional Land Surveyor in the State of Texas*)

Property address: _____

Survey name: _____

Acres: _____ Abstract #: _____

Deed(s) which conveyed the property to the present owner:

Document #: _____ Acres: _____

or: Volume #: _____ Page #: _____.

Project Name: _____ Date: _____

Ownership Type: Sole Owner Community Property
 Partnership Corporation Trust

Owner Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

Owner's Agent (if applicable) Signature & Information:

Signature: _____

Print name: _____

Address (full): _____

Phone: _____ Fax: _____

Email _____

If ownership is other than sole or community property, please name the partners, principals, beneficiaries, etc. respectively:

1) Name: _____

Position: _____

Address (full): _____

2) Name: _____

Position: _____

Address (full): _____

3) Name: _____

Position: _____

Address (full): _____

Please attach additional pages as necessary.

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

(Gray highlight denotes 2022 and 2024 dates)			
Submittal Day 12 Noon Deadline (Tuesday*)	** Public Notice/Sign Posting Deadline (Friday*)	1st Available P&Z Meeting (Wednesday*)	Target City Council Meeting (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

Planning and Development Services Department (PDS)

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