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

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Important Notes about Plat Recordation

1) Recordation packets must be submitted in person. A completeness check must be performed at the time of submittal. Couriered applications will be returned by mail the following business day.

2) The application and supporting documents must be originals. Copies or electronic versions cannot be accepted.

3) The City’s recordation review process takes an average of ten (10) business days after a complete and accurate packet of recordation materials is submitted to the Planning Department. Please note, if property is conveyed or conveyed by separate document to the City (e.g., drainage easements, parkland conveyance deeds, etc.), allow an additional fifteen (15) business days for the City’s legal staff to draft these documents. Donation Deed applications must be submitted prior to submitting for recordation. Applications for recordation will not be accepted until the deed process (Step 2) is completed (if necessary).

4) Williamson and Travis County Clerks will review Plats and related materials when they are presented for recording. It is the applicant’s responsibility to ensure all County Clerk’s requirements have been satisfied.

5) The Planning Director or designee shall obtain the required City signatures on the Plat.

6) The official copy of the Recorded Plat shall be maintained at the Office of the County Clerk.
Plat Recordation Process

Step 1 – Pre-Recordation

In order for the approved Plat to be recorded,

_____ The plat must satisfy ALL conditions of the Planning & Zoning Commission's approval;

_____ The plat must include notarized original signature(s) of:

_____ All current owners;

_____ All current lien holders, if any

The Applicant is responsible for ensuring all obligations from the following departments have been satisfied:

_____ Planning & Development Services Dept. (PDS): Prior to submitting your plat recordation packet, please contact the Planning & Development Services Department at 512-218-5428 for all development-related fees and documents which may be required prior to plat recordation. These may include: Fiscal, Oversize Fee(s), Regional Detention Fees, Offsite Easements, and/or Subdivision Improvement Permit Approval.

_____ Parks & Recreation Dept. (PARD): Please contact the Parks & Recreation Department at 512-218-5540 to verify any Parkland Fees or Parkland Donation Deed requirements have been satisfied.

See Step 2, below:

Step 2 – Plats Requiring Donation Deeds

* If property will not be conveyed to the City in conjunction with the plat, skip this step.

* If a right-of-way donation deed, parkland donation deed, drainage lot deed, etc. is associated with this plat, the applicant must complete the following process before moving to Step 3.

   a) Provide the exhibits required by the Donation Deed Application

   b) The City Attorney will review the packet and prepare a deed for the conveyance. Please note: This review and preparation process may take two to three weeks.

   c) The Planning & Development Services Department will forward the prepared deed to the applicant for signature.

Note: Steps 1 and 2 can be initiated simultaneously. However, you must complete Steps 1 and 2 before moving to Step 3.
Step 3 – Recordation Check List

The Applicant must submit this check list with the following recordation materials to a Planner or Planning Technician in the Planning & Development Services Department. When all the items listed below have been assembled, please contact the Planning & Development Services Department to schedule a packet completeness review.

_____ Signed application form (see Recordation Application form in the following pages);
_____ Approved plat with all conditions addressed (if applicable). All signatures and seals must be **original**.
_____ Digital copy of the approved plat in .dwg format and .pdf format.
_____ Completed and signed (by property owner or authorized agent and PARD Director) Letter of Acceptance for Mandatory Parkland Conveyance (see form in the following pages);
_____ If applicable, an applicant-executed (signed and notarized, but not recorded) deed for the conveyance of property as prepared by the City Attorney in Step 2;
   _____ A deed for any parkland conveyance or cash contribution in lieu of parkland conveyance, if applicable. If the final plat is a phase of the total tract to be platted and it does not include the parkland to be conveyed, the developer must provide a temporary access easement to the parkland acceptable to the city in a form approved by the city attorney;
   _____ A title insurance policy, naming the city as the holder, covering the parkland to be conveyed;
   _____ A deed for drainage, right-of-way and/or detention lots to be conveyed to the city or a Homeowners Association as applicable;
_____ An Abstractor’s Certificate/Ownership and Lien Certificate, which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor’s certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable; A “Nothing Further” certificate will only suffice if the original Abstractor’s Certificate/Ownership and Lien Certificate is submitted simultaneously;
_____ Current **original** tax certificates: County, City and Schools. The City of Round Rock’s and Round Rock Independent School District’s tax information is included on the tax certificate from Williamson County. NOTE: During the month of January, tax certificates showing monies owed for the prior year need to be accompanied with a receipt of taxes paid in full;
_____ **Original** Williamson County affidavit certifying tax certificates for each owner (see Affidavit for Recordation form, in following pages);
Fees:

_____ City of Round Rock GIS recording fee and fees for preparing reproducible drawings required to record the Plat (this fee can be paid via the online portal after the recordation application has been accepted by PDS Staff, or by check made payable to “City of Round Rock”);

_____ The prescribed County recordation fees (must be paid by check made payable to “Williamson County” and/or “Travis County”, whichever is applicable);

** All items must be submitted as a set and will be subject to a completeness check **

If you have further questions about the recordation process, please contact the Planning & Development Services Department at 512-218-5428.
Recordation Fees

Please refer to the following information for the appropriate check amounts and payable information.

*All checks are required to have a preprinted name and address. Checks more than 60 days old will not be accepted.

1) City of Round Rock recording fees:
   - Mylar reproduction fee: **$10.00 per page**
   - GIS fee: **$25.00 per lot**
   Please make the check payable to “City of Round Rock.”

2) Williamson County recording fees: (revised 10/01/2021)

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<tr>
<th>Plat Size</th>
<th>1 page</th>
<th>2 pages</th>
<th>3 pages</th>
<th>4 pages</th>
<th>5 pages</th>
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<tr>
<td>Amount</td>
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<td>$171.00</td>
<td>$246.00</td>
<td>$321.00</td>
<td>$396.00</td>
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*(First page $96, $75 per additional pages)*

Please make the check payable to “Williamson County.”

- In addition to the above check guidelines, the Williamson County requires the following:
  - Check number must be 1020 or higher.
  - A contact phone number is also required but can be handwritten on the check.
  - Personal checks require driver’s license number, state, and date of birth to be written in on the check.
Subdivision/Plat Information
(attach additional sheets as needed)
Name: ____________________________
Total # of Lots: ________________ Acreage: ______________________
Legal Description: __________________________________________
Property Owner (s): __________________________________________
Lien Holder (s): ______________________________________________

Applicant/Primary Contact
Name: ____________________________
Firm/Agency: ____________________________
Address: ____________________________
Ph: ______________ Fax: ______________ Email: ______________________

Applicant Signature
This is to certify that the materials submitted for plat recordation are complete and correct. Ownership
and/or lien holder information as listed on the plat is accurate as of the date of this application and as of the
date of plat recordation.

Signature: ____________________________
Print name: ____________________________ Date: ______________________
AFFIDAVIT FOR RECORDATION

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is __________________________________. I am over the age of eighteen years. __________________________ (the “Owner”, whether one or more) is/are the sole owner(s) of the property described in the plat of the subdivision to be known as _________________ ________________(the “Subdivision”). I am the Owner or authorized representative of the Owner. The original tax certificate(s) attached to the plat of the Subdivision describe all of the property contained within the Subdivision and all taxing entities with jurisdiction over the Subdivision.”

__________________________________
(Signature)

__________________________________
(Printed Name)

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared _____________________________. known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the _____ day of ____________, 20____.

NOTARY PUBLIC in and for the State of Texas

My commission expires: _____________________

SEAL
Letter of Acceptance for Mandatory Parkland Conveyance
Parks & Recreation Department (PARD) 512-218-5540
Planning & Development Services Department (PDS) 512-218-5428

Project name: ____________________________________________________________
Project acreage: _____________________________ (Proposed) Zoning: ____________

Property owner or authorized agent
Name: _________________________________
Contact Person: ____________________________
Phone: __________ Fax: ___________ Email: _________________________________

Parkland Contribution
Parkland contribution requirements are given in the Zoning & Development Code Sections 4-61 through 4-69, available online at https://www.municode.com/library/tx/round_rock. For further information regarding parkland conveyance, contact Park Development Mgr. Katie Baker, 512-341-3355, kbaker@roundrocktexas.gov.

Park Zone(s) for proposed project (refer to Park Zone map): __________________________
Number of park acres required to be conveyed: _________________________________
Number of park acres to be conveyed: _________________________________

AND / OR
Amount for Fee in Lieu of Parkland Conveyance to be paid: ____________________

Other improvements or items related to Parkland Conveyance (list):

______________________________
Signature of Property Owner or Authorized Agent Date

______________________________
Signature of Acceptance by PARD Director Date
# Reference

**Round Rock Permit Portal**  
https://permits.roundrocktexas.gov/

**PDS Contacts**  

**Platting in the ETJ**  

**Plat Recordation Fees**  

**Zoning and Development Code**  
https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIIZODECO

**City Fee Schedule**  
https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIICOOR_APXAFERACH

## Other PDS Packets

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