



# Zoning

## 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:

Zoning Process Flowchart

Deadlines and Meeting Dates

Presubmittal Meeting

Zoning Classifications

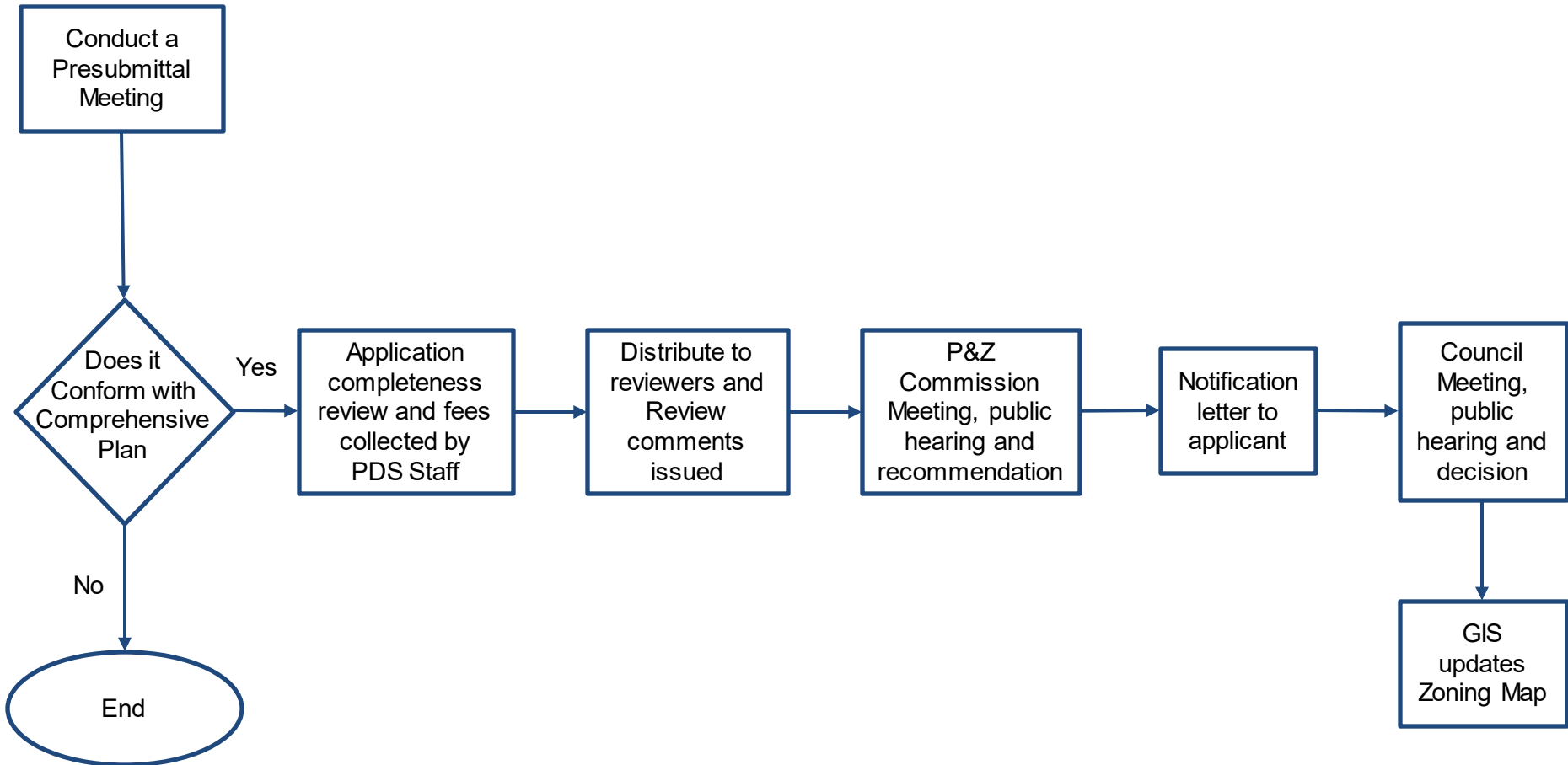
Application Requirements

Sample Property Owner's Consent Form

Planning and Zoning Commission Meeting Schedule

Reference

# Zoning Process



# DEVELOPMENT PACKET FOR ZONING APPLICATIONS

This Development Packet consists of useful information for Original Zoning and Zoning Change applications to the City of Round Rock Planning and Zoning Commission. There is a separate development packet for Planned Unit Development (PUD) zoning applications.

## Deadlines and Meeting Dates

Applications for Original Zoning and Zoning Change **must be submitted via the [Round Rock Permit Portal](#)** and are reviewed on a strict schedule that includes specific dates for application submittal to City Staff, review and recommendation by the Planning and Zoning Commission, and review and determination by the City Council. Each of these dates is roughly one month apart, making the entire process from application to final approval or disapproval by the City Council a minimum of two months.

Before submitting an application, the Applicant shall verify the following information with the Planning & Development Services Department (PDS):

- ❑ **Deadline for filing application** with the Planning & Development Services Department.
- ❑ Date of **Planning and Zoning Commission** public hearing and recommendation to City Council. The applicant or agent should be present at the hearing.
- ❑ Date of **City Council** public hearing and consideration of proposed ordinance. The applicant or agent should be present at the hearing.

A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/>

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## Presubmittal Meeting

Prior to submitting a Zoning application, the Applicant must schedule a presubmittal meeting with PDS to discuss the proposed development. More information about scheduling a Presubmittal meeting can be found on the next page.



## Pre-submittal Meeting Request

The pre-submittal meeting is an opportunity for the applicant to discuss all aspects of a proposed development project (annexation, zoning, platting, site development, subdivision improvement, etc.) with city staff and to ask any questions about items that may be critical to the project's feasibility. Staff will explain the city's requirements, identify what additional studies or analyses may be necessary, and outline the process necessary to receive approval. **A pre-submittal meeting is required before any applications may be submitted.**

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.

Visit the [Round Rock Permit Portal](#) to submit a pre-submittal meeting request. Contact Planning & Development Services staff with any questions at 512-218-5428 or [PDSIntake@roundrocktexas.gov](mailto:PDSIntake@roundrocktexas.gov).

## Meeting Minutes

Following the pre-submittal meeting, staff will distribute a detailed set of minutes. 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.

***The pre-submittal 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. The date of the meeting shall not be construed as the submittal date for an application.***

## Zoning Classifications

Use the complete name of the zoning district as listed below:

<i>Residential Zoning Districts</i>	
AG	Agricultural
SF-R	Single-Family - Rural
SF-1	Single-Family - Large Lot
SF-2	Single-Family - Standard Lot
SF-3	Single-Family - Mixed Lot
SF-D	Single-Family - Downtown
MH	Manufactured Housing
TF	Two-Family
TH	Townhouse
SR	Senior
MF-1	Multifamily - Low Density
MF-2	Multifamily - Medium Density
MF-3	Multifamily - Urban
<i>Commercial Zoning Districts</i>	
C-1	General Commercial
C-1a	General Commercial - Limited
C-2	Local Commercial
<i>Employment and Industrial Zoning Districts</i>	
OF-1	General Office
OF-2	Mid-Rise Office
BP	Business Park
LI	Light Industrial
I	Industrial
MI	Mining
<i>Public and Civic Use Zoning Districts</i>	
PF-1	Public Facilities - Low Intensity
PF-2	Public Facilities - Medium Intensity
PF-3	Public Facilities - High Intensity
OS	Open Space

<i>Mixed-Use Districts</i>	
MU-1	Mixed-Use Historic Commercial Core
MU-2	Mixed-Use Downtown Medium Density
MU-L	Mixed-Use Limited
MU-R	Mixed-Use Redevelopment and Small Lot
MU-G	Mixed-Use Greenfield and Large Lot
<i>Overlay Zoning Districts</i>	
H	Historic Overlay
CT	Chisholm Trail Overlay
PV	Palm Valley Overlay

## Zoning Application Requirements

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- **Please note that Zoning Applications must be submitted via the [Round Rock Permit Portal](#).** Applications submitted in person or outside the designated submittal days will NOT be accepted. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/>
- The Applicant shall upload all required documentation in .pdf format via the [Round Rock Permit Portal](#) unless otherwise noted.

Applications for Original Zoning and Zoning Change shall include the following items:

1. **Project Application** (complete form via [Round Rock Permit Portal](#)).
2. **Pre-Submittal Meeting** minutes or documentation of City staff's knowledge of project being submitted.
3. **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.
4. **Property Owner's Consent Form**, a completed and signed copy of this form is required to be uploaded. For properties with more than one owner, each owner must sign a copy of this form. In the event that the owner of the property is an organization/entity, proof of signature authority on behalf of the organization/entity must be attached to this form (Template follows).
5. **Deed(s)**, identifying the owner(s) of the property.
6. **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.
7. **Notification to owners** of properties within 300' of the subject property:
  - a. 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;
  - b. A **list of the names and addresses** (according to the county appraisal district) of the owners of all such properties;
  - c. 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.

8. **Concept Plan**, if required by the Subdivision Ordinance - and if the applicant wishes to conduct a single public hearing for both the Concept Plan and the Zoning
9. **Wastewater Capacity Analysis**, if required, due to the proposed change of land use. The analysis must be reviewed and approved by city staff prior to the zoning application being placed on the Planning & Zoning Commission meeting agenda. To begin this process, email a pdf of your wastewater capacity analysis to the engineering reviewer noted in the attendees list, PDSIntake@roundrocktexas.gov, and fgarcia@roundrocktexas.gov.

Alternatively, the applicant can submit a request in writing to defer the wastewater capacity analysis to later in the development review process. In such a case, the analysis must be reviewed and approved by city staff prior to submittal of the 1st full site development permit (SDP) or the subdivision improvement permit (SIP) application.

10. **Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). Fees for Zoning Applications can be paid via the online portal after the application has been accepted by PDS Staff.

- **Zoning and Rezoning (map amendment):**
  - Properties under 30 acres: \$750 + Notification (below)
  - Properties 30 or more acres: \$900 + Notification (below).
- **Notification fees and Process** (includes notices for both Planning & Zoning Commission and City Council public hearings):
  - \$550 for two published newspaper notices
  - \$2 per letter sent (1 letter per hearing) 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.





## Property Owner's Consent Form

Property Owner's Consent is required for this application. A completed and signed copy of this form is required to be uploaded. For properties with more than one owner, each owner must sign a copy of this form. In the event that the owner of the property is an organization/entity, proof of signature authority on behalf of the organization/entity must be attached to this form.

### Authorization by Property Owner(s)

I, \_\_\_\_\_, swear and affirm that I am  
(property owner's printed legal name; include signatory name and title if signing for a company)

the owner of property at \_\_\_\_\_, as shown in the records  
(property address or legal description)

of Williamson County, Texas, which is the subject of this Application. I further affirm that I am fully aware of the City's application, fee(s) and procedural requirements, and consent to this Application.

I authorize \_\_\_\_\_ to submit this application and serve  
(Applicant's printed name if different from property owner)  
as my representative for this request.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(property owner's signature)



# Waste Water Capacity Analysis (WWCAP) Deferral Acknowledgement

Applicant's acknowledgement to defer the wastewater capacity analysis to later in the development review process. In such a case, the analysis must be reviewed and approved by city staff prior to submittal of the 1st full site development permit (SDP) or the subdivision improvement permit (SIP) application.

<b>Acknowledgement</b>
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Corporation/Firm Name (if applicable): \_\_\_\_\_

Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I am the:                      Owner                      Agent

Owner/Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Round Rock, Texas**  
**2024 - Planning and Zoning Commission Schedule**

(Gray highlight denotes 2023 and 2025 dates)			
Submittal Day 12 Noon Deadline (Tuesday*)	** Public Notice Posting Deadline (Friday*)	1st Available P&Z Meeting (Wednesday*)	Target City Council Meeting (Thursday*)
Nov 7	Nov 17	Dec 6	Jan 11
Nov 21	Dec 1	Dec 20	Jan 25
Dec 12	Dec 21	Jan 10	Feb 8
Only one meeting in January			
Jan 9	Jan 19	Feb 6 (Tuesday)	Mar 14
Jan 23	Feb 2	Feb 21	Mar 28
Feb 6	Feb 16	Mar 6	Apr 11
Only one meeting in March (Springbreak)			
Mar 5	Mar 15	Apr 3	May 9
Mar 19	Mar 29	Apr 17	May 23
Apr 2	Apr 12	May 1	Jun 13
Apr 16	Apr 26	May 15	Jun 27
May 7	May 17	Jun 5	Jul 11
May 28	Jun 7	Jun 26	Jul 25
Only one meeting in July (4th of July)			
Jun 18	Jun 28	Jul 17	Aug 22
Jul 9	Jul 19	Aug 7	Sep 12
Jul 23	Aug 2	Aug 21	Sep 26
Aug 6	Aug 16	Sep 4	Oct 10
Aug 20	Aug 30	Sep 18	Oct 24
Sep 3	Sep 13	Oct 2	Nov 7
Sep 17	Sep 27	Oct 16	Nov 21
Oct 8	Oct 18	Nov 6	Dec 5
Oct 22	Nov 1	Nov 20	Dec 19
Nov 5	Nov 15	Dec 4	Jan 9
Nov 19	Nov 27 (Wednesday)	Dec 18	Jan 23
Dec 10	Dec 27	Jan 15	Feb 13

Applications and all information for platting and zoning cases must be submitted to the PDS Department via the Round Rock Permit Portal by the 12 Noon deadline on the date indicated as Submittal Day. Applications submitted in person or outside the designated submittal days will NOT be accepted.

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 notification deadlines. For Replats requiring a public hearing, please contact staff.

## Reference

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### Round Rock Permit Portal

<https://permits.roundrocktexas.gov/>

### PDS 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/)

### Platting in the ETJ

<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platting-in-the-etj/>

### Plat Recordation Fees

<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/platrecordationfees/>

### Zoning and Development Code

[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodeId=PTIIZODECO](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIIZODECO)

### City Fee Schedule

[https://library.municode.com/tx/round\\_rock/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_APXAFERACH](https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIICOOR_APXAFERACH)

### Other PDS Packets

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Amending Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-amending-plat/>

Annexation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-annexation/>

Concept Plan <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-concept-plan/>

Donation Deed <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-donation-deed/>

Final Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-final-plat/>

Minor Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-minor-plat/>

Plat Vacation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-plat-vacation/>

Preliminary Plat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-preliminary-plat/>

PUD <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-pud/>

Recordation <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-recordation/>

Replat <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-subdivision-replat/>

Sign <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sign-permit/>

SDP <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sdp-permits/>

SIP <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-sip-permits/>

WTF <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-wtf-application/>

ZBA <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zba/>

Zoning <https://www.roundrocktexas.gov/city-departments/planning-and-development-services/packet-zoning/>

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