



Small Project Site Development Permit

**Application Requirements & Procedures for
the Development Review Committee (DRC)**

**Planning & Community Development Department
City of Round Rock, Texas**

Revised: December 1, 2009

Development Packet for Small Project Site Development Permits

Applications qualifying as a small project are allowed to proceed through an abbreviated and accelerated development review process. This expedited process is accomplished by establishing a review of specific plan requirements commensurate with each small project scope. In summation, the goal is to require only the necessary information needed to ensure that the project complies with City regulations.

Please refer to page three (3) to determine if your application qualifies as a small project. This Development packet includes the procedural information, requirements, and forms necessary for obtaining a small project site development permit (*site plan approval*). If you have any questions regarding this development packet, please contact the Development Review Committee (DRC) Chair, Brad Wiseman, @ (512) 341-3321.

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Does my project qualify as a *Small Project*?

At the pre-submittal meeting the DRC Chair will confirm if the project qualifies as a Small Project. Small Projects may omit the preliminary site plan submittal; provide basic plans and specifications proportionate to the individual project scope; will receive review comments in two (2) weeks; and are charged a reduced fee. A Small Project consists of a limited development scope that meets **all** of the following criteria:

1. A Traffic Impact Analysis is not required.
2. The construction of subdivision improvements including utilities or drainage are not required.
3. The property does not include an area of undefined floodplain.
4. **And at least one** of the following:
 - Is for a vacant legal lot with an area of 0.5 acres or less;
 - Is an expansion of less than 20% (max. 1500 s.f.) of the total building area, or as determined by the DRC Chair;
 - Is a conversion of an existing residence to a commercial use, as permitted by ordinance;
 - Is an expansion of the existing or approved parking area;
 - Is a temporary building as outlined in Section 11.425 of the Zoning Ordinance;
 - Is a Wireless Transmission Facility as defined in Section 4.700 in the Code of Ordinances;
 - Is an Area Identification Sign as defined in Section 3.1409 of the Code of Ordinances;

Step 1: Presubmittal Meeting

The purpose of this meeting is for the applicant to become familiarized with the City's review process. Additionally, the applicant is expected to introduce the specifics of the project to the DRC Chair. Please be advised that this meeting is **not** to be considered a development review. Please email Amy Swaim at aswaim@round-rock.tx.us and complete the form on page fifteen (15) to request a meeting.

TIA Requirement

A written confirmation indicating a TIA (Traffic Impact Analysis) is not required must be provided before your small project submittal is accepted. Please consult with Transportation Planner John Dean at (512) 218-5562 jdean@round-rock.tx.us ASAP to confirm whether a TIA will be required.

Step 2: Small Project Site Plan Submittal

Prerequisites for this step

- It has been confirmed by the DRC Chair that the application qualifies as a Small Project
- A final plat has been submitted or previously recorded
- It has been confirmed in writing that a TIA (Traffic Impact Analysis) is not required

This step includes the submittal and review of the full-size drawings. Please refer to the Small Project Application Requirements to coordinate your submittal. The purpose of the review is to confirm the exact scope of work and how it is to be constructed. The approved drawings will be the set of plans utilized during construction inspection, and should be the same plans the contractors use.

The review follows the following process:

- The applicant makes a small project submittal.
- The applicant schedules a follow-up meeting to discuss the impending review comments.
- The submittal is distributed to reviewers.
- The reviewers convene twice over two weeks to coordinate comments.
- The reviewers submit their comments to the DRC Chair.
- The DRC Chair reviews comments for consistency and lack of conflicts. The DRC Chair writes a cover letter indicating additional process steps or recommendations for the applicant.
- The applicant picks up the written redline comments on the second Friday after submittal.
- The results of this review are either: 1) review comments issued; 2) re-submittal required; 3) a short cycle review; or 4) approval of documents
- The applicant and DRC staff meet to discuss comments and if additional information is needed.
- Once the applicant has completed this step, the applicant may go ahead and apply for a building permit.

Application Completeness Check for Small Project Site Plan Submittal:

- Submitted according to Submittal Schedule
- Hand delivered by project team member (not a courier)
- Completed Application

- Required \$500 fee attached
- Seven (7) sets of plans meeting the requirements of the plan checklist, 24"x36" max. sheet size
- Written confirmation that a TIA is not required
- Engineer or Landscape Architect Seal, as required
- Final plat is included as part of the construction plan set
- Plans are legible and drawn at an engineering scale
- Final Plat has been submitted, for new plats and re-plats
- Copy of joint access easements, if applicable

If the above items are not included with your submittal, the submittal will be returned.

*** All submittals must be legible, and the scope of work comprehensive. The DRC may limit review, or reject the application due to illegibility, plotting errors, or missing info, etc.

Step 3: Small Project Review Comment Meeting

After the completion of staff's review of the initial application, a meeting with the DRC and applicant may be required. This meeting will be held on the following Tuesday at the Public Works Department. The purpose of this meeting is to ensure the applicant understands the review comments and will address them in a manner acceptable to the DRC. It is imperative that the applicant is prepared to discuss a proposed resolution to the review comments at the meeting.

Step 4: Small Project Site Plan Re-Submittal(s)

After the review comment meeting, the applicant may submit revised plans according to the submittal schedule. The re-submittal process repeats as many times as necessary to resolve all the outstanding comments. A re-submittal is typically required to address comments issued during the first submittal. A re-submittal is processed the same way as the initial submittal. It follows the same submittal checklist and must be submitted on a submittal day. Before submitting your revised plans, the applicant will be required to meet with staff on the Tuesday following comment issuance (*please see Step 3*).

Applicants must address **all** reviewers' comments before making a resubmittal in order to avoid additional re-submittals. Copies of all written comments are forwarded to the owner and applicant.

Please contact the DRC Chair with questions or if there appears to be a miscommunication.

A small project site development permit application fee covers the first full site plan submittal and two re-submittals. If an application requires a resubmittal beyond this, excluding conditional approvals, an **additional review fee** will be charged for each additional review. The review fee will not be charged in cases where a review comment was inadvertently omitted during the third (3rd) review of the full submittal.

A comment is not considered omitted under the following situations:

- A. The previous submittal was partially incomplete.
- B. New information covering any discipline is submitted by the applicant.
- C. A repeated review comment issue that is simply rephrased for added clarification.

- D. A new design or scenario is provided for review or provided in response to a review comment.
- E. If repeated review comments result from any portion of the resubmittal.
- F. Any comment issued upon first full submittal despite the preliminary site plan submittal.
- G. If the applicant is seeking a variation to an ordinance requirement, the applicable reviewer should be contacted immediately to discuss the request.

Application Completeness Check for Re-submittals:

- Applicant has met with DRC Staff prior to re-submittal
- Submitted according to submittal schedule
- Hand delivered by project team member (not a courier)
- If third or later resubmittal, required additional review fee
- Seven (7) sets of plans meeting the requirements of the plan checklist, 24"x36" max. sheet size
- One (1) Letter from the prime consultant responding to each outstanding review comment. **The letter shall state how each comment was resolved.** Responses such as "*comment noted,*" "*comment cleared,*" "*no comment,*" or "*see separate response from the Landscape Architect*" **are not** acceptable. Please be advised that a response as such will result in the re-submittal being returned, or a repeat comment being issued.
- Original redlines
- Engineer and or Landscape Architect Seal, if required
- Plans are legible and drawn at an engineering scale
- Final Plat is included as part of the construction plan set
- Final Plat has been submitted, for new plats or re-plats

If the above items are not included or been completed your submittal will be returned.

*** All submittals must be legible, and the scope of work comprehensive. The DRC may limit review, or reject the application due to illegibility, plotting errors, or missing info, etc.

Step 4(a): Small Project Site Short Cycle Review

A short cycle review is allowed when only a limited number of minor unresolved comments remain. Please refer to the Short Cycle calendar for submittal dates.

This submittal follows the following process:

- The applicant is asked to resolve the outstanding comments directly with the reviewer. The applicant must coordinate with the reviewer by fax, phone, meeting, or email.
- Once all issues are favorably resolved with the reviewers, the applicant submits clean plan sets and a cover letter responding to comments back to the Planning Department by 3:00p.m. on a submittal date. Please review the cover letter correspondence from the DRC Chair to note the required number of plans needed for resubmittal.
- The DRC Chair then coordinates with ALL reviewers to confirm all comments have been cleared and the approval is processed. In most cases, this staff review will be completed within three and a half (3.5) working days from the date of submittal.

Step 5: Approval

Prerequisites for this step

- Plat Recordation, if not previously recorded

Once all outstanding review comments are resolved, the DRC Chair and Engineering & Development Services Department sign the Mylar cover sheet and issue an approval. The approval may include time sensitive conditions that must be resolved. *(Note: The Mylar cover sheet is the actual permit. This original document will need to be used throughout the life of the project construction)*

Following approval, the applicant shall submit six (6) complete, separately rolled sets of signed plans; two (2) separate copies of the utility sheets; and one (1) separate copy of the landscape sheets to Engineering & Development Services Division. Three (3) working days after delivery of plans, the applicant may call Construction Inspection, (512) 218-5555 to schedule a pre-construction conference. Pre-Construction information, guidelines, and duties may be located on the City's homepage (www.roundrocktexas.gov) after clicking on "Departments," then "Engineering and Development Services," followed by "Construction Inspection." The site development permit approval, distribution of the six (6) sets to Engineering & Development Services and pre-construction meeting shall be completed before a Building Permit may be issued.

Please review the specific approval letter for the process steps specific to the application. (The final process step may vary slightly depending on the involvement of the civil inspectors or building inspectors or both in the inspection process.)

Application Completeness Check for Approval or Short Cycle Review:

- Hand delivered by project team member (not a courier)
- Number of plans as referenced in the review correspondence
- Updated Engineer Seal and or Landscape Architect, if required
- One (1) Letter from the prime consultant responding to all outstanding review comments
- Original redlines
- Mylar cover sheet (Plat Recordation number MUST be located on the mylar cover sheet)
- Plans are legible and drawn at an engineering scale
- Final plat included as part of the construction plan set
- Final plat has been RECORDED by County Clerk

If the above items are not included with your submittal, the submittal will be returned.

*** All submittals must be legible, and the scope of work comprehensive. The DRC may limit review, or reject the application due to illegibility, plotting errors, or missing info, etc.

Site Development Permit Expiration

- A. Per the Zoning Ordinance (11.114) (2) (b), a NON-APPROVED site development permit application expires 180 days after the initial submittal. A one-time 180-day extension may be granted by the Zoning Administrator for good cause demonstrated by the applicant. The applicant shall submit a written request justifying the extension at least 10 working days prior to application expiration.
- B. Per the Zoning Ordinance (11.301) (6) (a), expiration of an APPROVED site development permit is 12 months from DRC sign-off.
- C. As with any approved DRC site development permit, there is a period of one year prior to expiration. If a building permit has been issued, then the site development permit is valid until the project is closed-out. If a building permit has not been issued, the applicant may wish to pursue an extension. (*Please see "Revisions & Extensions" for details.*)
- D. Once a permit has expired (*approved or non-approved*), a complete application refilling is required. This includes all applicable fees and documents for a full DRC review.

Revisions & Extensions

Site Plan Revisions

A site development permit application fee is required for amendments to site development permits. The fee is applied under the following circumstances:

- Site plan permit issued and under construction, but an amendment requires changes to multiple items, or causes a chain of effect, that requires the re-review by multiple members of the Development Review Committee.
- Site plan permit is issued but construction has not started.

The fee for revisions to an approved site plan is \$500.

Site development permit applications already approved, and under construction, that require a revision that is administered by Engineering & Development Services Department does not fall under this category.

Site Development Permit Extensions

Please submit extension requests at least one month before the site plan expiration date.

Per Section 11.301 (6) (a) a site development permit application expires after one (1) year. If during that one year, a building permit has been issued for that project the life of the permit is open until the project is completed or the building permit application is closed. In some rare instances, a building permit has not been issued within one (1) year, an owner may desire an extension on the site development permit.

A site development permit extension request shall be submitted in writing to the DRC Chair. The request shall indicate the reason for the request, and the extension period requested.

The DRC Chair will distribute the request to each of the DRC review members. Each DRC review member will review the application against the current applicable code of ordinances. If the existing permit is not in compliance with ordinances in place at the time of the extension request, the applicant may be asked to update the plan. If an update is required, then the owner will need to apply for a Site Plan Revision.

Application Completeness Check for Extension Requests:

- Applicant has an approved site plan
- Hand delivered by project team member (not a courier)
- Updated application
- 5 sets of previously approved plans
- Plans are legible and drawn at an engineering scale
- Letter requesting extension
- Added to the original Mylar cover sheet:
 - Signature block for “Engineering and Development Services”
 - Signature block for “DRC Chair”

If the above items are not included with your submittal, the submittal will be returned.

*** All submittals must be legible, and the scope of work comprehensive. The DRC may limit review, or reject the application due to illegibility, plotting errors, or missing info, etc.

Small Project Application Requirements

Small Project Site Development Permit applications shall include the following documentation:

1. Seven (7) full sets of construction plans – no larger than 24” x 36” inches
2. Supporting documents for TIA approval or waiver, drainage, easements, permit status for other agencies (MUD approval, TXDOT correspondence, etc.)

Site Development Construction Plans shall include the following:

(See “*applicable ordinances*” section for code references beginning page 25)

1. General requirement: All plan pages shall be drawn to an appropriate and legible standard engineering scale and shall include:
 - a. North arrow
 - b. Legend
2. Cover sheet with the following information:
 - a. Name of project
 - b. Address of project
 - c. Submittal date chart referencing the specific submittal and updated per each submittal (Preliminary, Full, Resubmittal #1, Resubmittal #2, etc.). This shall coordinate with the updated application chart that is submitted with each submittal.
 - d. Legal description of property and lot area
 - e. Sheet index
 - f. Revision block
 - g. Applicants name, address, phone, fax, and e-mail address.
 - h. Name, address, phone, fax, and e-mail address of Engineer, Architect, Landscape Architect, and/or Owner
 - i. Signature block for “Engineering & Development Services”
 - j. Signature block for “Development Review Committee Chair”
 - k. Location map
 - l. Engineer signature and seal (on ALL civil sheets) [Owner, Architect, or Landscape Architect certification in-lieu of Engineer on a case-by-case basis as ultimately decided by the DRC Chair]
 - m. Note addressing either on-site detention or participation in the regional detention program (*regional is not accounted for in the MU1A district*)
 - n. Water Quality Note (if any on-site impervious cover is proposed, submittal to TCEQ is required.
 - o. Orientation Map with hatched or shaded limits of construction
 - p. Compliancy Clause
 - q. Adequacy Clause
3. Copy of recorded plat

4. General Notes Sheet
 - a. General Notes
 - b. Summary table found on City website:
http://www.roundrocktexas.gov/docs/construction_summary_edc.pdf
 - c. Benchmark information
5. Dimensional Site Plan showing:
 - a. Boundaries of project
 - b. Platted, recorded, and proposed easements including any by separate instrument
 - c. Water Meters, existing and proposed water and wastewater facilities
 - d. Location and dimensions of building footprints and roof overhangs
 - e. Location of all structures (i.e. retaining & dumpster walls; fences; signs; ponds; poles)
 - f. Location and dimensions of parking spaces, driveways, and internal circulation
 - g. Chart showing required and proposed parking per each land use
 - h. Location and dimensions of sidewalks
 - i. Location and dimensions of loading docks
 - j. Location and dimensions of ground-mounted equipment
 - k. Drive-through stacking layout, if applicable
 - l. Locations of all existing and proposed trees
 - m. Existing and proposed fire hydrant locations
 - n. Fire sprinkler lines
 - o. Fire Apparatus access points
 - p. Address as provided by the City of Round Rock
 - q. Fire Lanes
 - r. Fire Apparatus turn around
 - s. City-issued or City-approved construction details as applicable for fire protection
 - t. Type of Construction (Type I, II, III, IV, or V) and (A or B).
 - u. Type of Building Occupancy per 2006 International Fire Code (*i.e. A-1, R-2, etc*)
6. Tree Survey and Tree Protection Plan may be required by the City Forester depending on the individual site and specific project scope.
7. Landscape Plan and Tree Replacement Plan may be required by the DRC Chair depending on the specific project scope.
8. Irrigation Plan will be required if a Landscape Plan is deemed necessary by the DRC Chair.
9. Drainage Plan may be required by the City Engineer depending on the individual site and specific project scope
10. Erosion Control Plan may be required by the City Engineer depending on the individual site and specific project scope

11. Detail Sheet

- a. Standard City-approved details associated with construction of the project (available on the City's website)

12. Lighting Plan may be required by the DRC Chair depending on the specific project scope.

It is the responsibility of the applicant to confirm that all sheets reference the same and correct base plan information. If sheets reference different or outdated base plan information, the submittal will be rejected and returned prior to the final staff review.

Optional:

Applicant may submit building elevations for preliminary zoning ordinance review as part of the Site Development Permit submittal. **Note:** This submittal is for a courtesy preliminary review and **not** in lieu of the building permit application.

Development Review Committee Contacts

The Development Review Committee (DRC) is a staff working group representing the various city departments that review site plans (Planning, Engineering & Development Services, Building Inspection, Transportation, Fire, Utilities and Forestry). The Committee reviews site plan submissions as an interdepartmental committee for compliance with all applicable codes. In cases where comments conflict, the DRC resolves the conflict before comments are transmitted to the applicant.

When your application is submitted, a reviewer from each department will be assigned. Once comments are received, it is recommended that the applicant call the reviewer to coordinate a response to the comments. The DRC Chair's responsibility includes coordination of the process, coordination of conflicting comments, and assisting with the transition of the project between platting, site development permitting, and building permitting.

DRC Chair:

Brad Wiseman (512) 341-3321 bwiseman@round-rock.tx.us

Assistant to the DRC Chair:

Kamie Fitzgerald (512) 671-2702 kfitzgerald@round-rock.tx.us

Building Inspection:

Mark Remmert (512) 218-6600 markr@round-rock.tx.us

Engineering & Development Services Division:

Aneil Naik (512) 218-7043 anaik@round-rock.tx.us

Ryan Beardmore (512) 671-2752 rbeardmore@round-rock.tx.us

Laton Carr (512) 218-3238 lcarr@round-rock.tx.us

Fire Department:

Mark Selby (512) 216-6633 selby@round-rock.tx.us

Billy Wusterhausen (512) 218-6632 bwusterhausen@round-rock.tx.us

Mike Heard (512) 218-3204 mheard@round-rock.tx.us

Forestry Division (Parks & Recreation Department):

Emsud Horozovic (512) 341-3350 ehorozovic@round-rock.tx.us

Ricci Strayhorn (512) 218-5540 rstayhorn@round-rock.tx.us

Planning Department:

Taylor Horton (512) 341-3175 thorton@round-rock.tx.us

Transportation Department:

John Dean (512) 218-5562 jdean@round-rock.tx.us

Billy Ortiz (512) 671-2873 bortiz@round-rock.tx.us

Utility Department:

Terrell Wilkey (512) 341-3145 twilkey@round-rock.tx.us

Ordinance Information

Code and Ordinance FAQs

1. Please note there is not a specific required impervious cover ratio set by ordinance. The impervious cover is regulated by meeting the drainage, landscape, and tree protection codes as referenced above, and as designed and certified by the engineer.
2. Water Quality is reviewed by the Texas Commission on Environmental Quality (TCEQ), not the City of Round Rock. The applicant will be asked for the status of the TCEQ application when submitting to DRC. Contact TCEQ at (512) 339-2929, <http://www.tceq.state.tx.us/>.
3. Generally, driveway permits are issued by Engineering & Development Services as part of the site development permit. A permit for driveway removal, permanent tenant access, and/or temporary construction access along a State roadway is a separate permit application. Review and issuance is overseen by Engineering & Development Services.

Applicable Ordinances

For applicable ordinances and regulations that the reviewers apply during the application review, please follow the following links:

- a. <http://www.roundrocktexas.gov/documents/> (Code of Ordinances/DACS/etc.)
- b. <http://www.roundrocktexas.gov/docs/treetechnicalmanual.pdf>
- c. <http://www.roundrocktexas.gov/docs/treeordinance.pdf>

Change of Use FYI

A site development permit must be obtained when a different use is sought for an existing structure. For example, a property owner seeks to convert an existing home to an office. While “new development” may not be proposed, certain improvements will be required to ensure that the new use furthers the health, safety, and welfare of the general public. Please be advised of the following:

Parking

If the new use (*according to the zoning ordinance*) has a higher parking rate than the previous use, additional on-site parking will be required. However, please note the following for properties within the Downtown Development Area and the MU-1A Zoning District:

Downtown Development Area

Property owners within this area may be eligible to utilize the existing right-of-ways to meet parking requirements. Please refer to Section 11.502 (5) of the Zoning Ordinance to see if your property is eligible.

MU-1A Zoning District

Property owners within the Southwest Downtown Area are not required to provide on-site parking if no additional square-footage is proposed. However, if on-street parking does not exist adjacent to the subject site, temporary parking will be required. The number of temporary parking spaces required is one (1) per four hundred (400) square feet of Gross Floor Area for all non-residential uses, excluding restaurants. Restaurants are required to provide one (1) space per two hundred (200) square feet of Gross Floor Area, including outdoor dining areas. These temporary parking spaces must be constructed to a minimum standard of six (6) inches of base and two (2) inches of asphalt. The location, size, and alignment must be consistent with the latest version of the City’s Street Improvement Plan. This plan is on file in the Public Works Department.

Compatibility Requirements

If your property is located adjacent to an existing residential use, additional standards apply that seek to mitigate the impacts of the commercial use. These requirements include, but are not limited to, fences/walls; landscape screening; muted illumination; and increased setbacks. Please refer to the “Compatibility Standards” section of the Zoning Ordinance specific to your zoning district.

Americans with Disabilities Act (ADA)

All new uses must provide adequate accessibility for disabled persons. This includes, but is not limited to, providing the required parking spaces; an accessible route to the building from those parking spaces; and building modifications to facilitate accessibility. If you have specific questions about ADA requirements and your site, please contact the City’s Building Official, Mark Remmert @ (512) 218-6600.



Pre-submittal Meeting Request Form

Instructions: Forward the completed form to Amy Swaim via fax (512)218-3286 or email (aswaim@round-rock.tx.us) to schedule a presubmittal meeting.

1) Requested meeting date:

2) Project address:

3) Project legal description:

4) Proposed land use:

5) Contact Name:

6) Contact Phone:

7) Contact Email:

8) Project Owner's Name and Address:

9) Questions to be addressed:

10) Scope of work and City permitting steps to be discussed:

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 are to be expected that were not discussed at the meeting. Nor shall the date of the meeting be construed as the submittal date for the application.

Small Project Site Development Permit Application

Project Name: _____

Project Address: _____

General Application Information:

I. Land Property Ownership Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

II. Project Owner Information (Consultant's Client): (Copied on all project correspondence)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

III. Prime Consultant/ Applicant/Agent: (Main contact person and responsible for application)

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

IV. Engineer Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

V. Landscape Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

VI. Architect Contact Information:

Corporation/Firm Name (if applicable): _____

Individual Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Information:

- 1) Project Street Location or **official** address: _____
- 2) Property Acreage: _____
- 3) Current Zoning: _____ Proposed Zoning: _____
- 4) Adjacent Zoning: North_____ South_____ East_____ West_____
- 5) Is this project in a zoning overlay: _____ Yes _____ No
- 6) Is this project in a MUD? If yes, please list which MUD _____
 - a) MUD approval obtained? _____ Yes _____ No
- 7) Traffic Impact Analysis status(check one): ____ approved ____ waived
- 8) Is a License Agreement part of this application? _____ Yes _____ No
 - a) License Agreement application submitted? _____ Yes _____ No
- 9) Is a WTF (wireless transmission facility part of this application? _____ Yes _____ No
 - a) WTF application submitted? _____ Yes _____ No
- 10) Project located in the Edwards Aquifer Recharge Zone? _____ Yes _____ No
 - a) TCEQ application status _____
- 11) Was a Presubmittal Meeting held prior to this submittal? _____ Yes _____ No
 - a) Date of meeting? _____
- 12) Site Legal Description: Lot: _____, Block _____
- 13) Subdivision Name: _____
 - a) Is plat recorded? _____ Yes _____ No
 - b) Date of recordation: _____
- 14) Proposed land use: _____

Owner Affidavit:

I, as the owner of the subject property, hereby authorize the aforementioned prime consultant to act on my behalf concerning all matters related to this development application.

Signature: _____

Printed Name: _____ Date: _____

I, as the prime consultant have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true, complete, and accurate.

Signature: _____

Printed Name: _____ Date: _____

Application Fees

✓	APPLICATION TYPE	SUBMITTAL DATE	SITE ACREAGE	BASE FEE	ACREAGE FEE*	TOTAL FEE
	Small Project			\$500	n/a	
	Re-submittal #1			n/a	n/a	
	Re-submittal #2			n/a	n/a	
	Additional Review			\$500	n/a	
	Short Cycle			n/a	n/a	
	Approval			n/a	n/a	
	Revision			\$500	n/a	
	Extension			n/a	n/a	



Development Review Committee (DRC)

SMALL PROJECT

2010 Submittal and Review Schedule (pg. 1 of 2)

Submittal Deadline: 5:00 p.m.

SUBMITTALS DUE BY <u>5:00 p.m.</u>	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP <u>AT NOON</u>
01/04/2010	01/06/2010	01/13/2010	01/15/2010
01/11/2010	01/13/2010	01/20/2010	01/22/2010
*01/19/2010 (Tuesday)	01/20/2010	01/27/2010	01/29/2010
01/25/2010	01/27/2010	02/03/2010	02/05/2010
02/01/2010	02/03/2010	02/10/2010	02/12/2010
02/08/2010	02/10/2010	02/17/2010	02/19/2010
*02/16/2010 (Tuesday)	02/17/2010	02/24/2010	02/26/2010
02/22/2010	02/24/2010	03/03/2010	03/05/2010
03/01/2010	03/03/2010	03/10/2010	03/12/2010
03/08/2010	03/10/2010	03/17/2010	03/19/2010
03/15/2010	03/17/2010	03/24/2010	03/26/2010
03/22/2010	03/24/2010	03/31/2010	04/02/2010
03/29/2010	03/31/2010	04/07/2010	04/09/2010
04/05/2010	04/07/2010	04/14/2010	04/16/2010
04/12/2010	04/14/2010	04/21/2010	04/23/2010
04/19/2010	04/21/2010	04/28/2010	04/30/2010
04/26/2010	04/28/2010	05/05/2010	05/07/2010
05/03/2010	05/05/2010	05/12/2010	05/14/2010
05/10/2010	05/12/2010	05/19/2010	05/21/2010
05/17/2010	05/19/2010	05/26/2010	05/28/2010
05/24/2010	05/26/2010	06/02/2010	06/04/2010
*06/01/2010 (Tuesday)	06/02/2010	06/09/2010	06/11/2010
06/07/2010	06/09/2010	06/16/2010	06/18/2010
06/14/2010	06/16/2010	06/23/2010	06/25/2010
06/21/2010	06/23/2010	06/30/2010	07/02/2010
06/28/2010	06/30/2010	07/07/2010	07/09/2010
*07/06/2010 (Tuesday)	07/07/2010	07/14/2010	07/16/2010
07/12/2010	07/14/2010	07/21/2010	07/23/2010
07/19/2010	07/21/2010	07/28/2010	07/30/2010
07/26/2010	07/28/2010	08/04/2010	08/06/2010

Schedule continues next page →

* Altered submittal and review schedule due to holidays.

The average submittal takes 9 working days between submittal and receipt of comments. Please refer to the Small Project Application Requirements to prepare your application submittal.

PLEASE CONTACT KAMIE FITZGERALD AT (512) 671-2702 WITH ANY QUESTIONS



Development Review Committee (DRC)

SMALL PROJECT

2010 Submittal and Review Schedule (pg. 2 of 2)

Submittal Deadline: 5:00 p.m.

SUBMITTALS DUE <u>BY 5:00 p.m.</u>	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP <u>AT NOON</u>
08/02/2010	08/04/2010	08/11/2010	08/13/2010
08/09/2010	08/11/2010	08/18/2010	08/20/2010
08/16/2010	08/18/2010	08/25/2010	08/27/2010
08/23/2010	08/25/2010	09/01/2010	09/03/2010
08/30/2010	09/01/2010	09/08/2010	09/10/2010
*09/07/2010 (Tuesday)	09/08/2010	09/15/2010	09/17/2010
09/13/2010	09/15/2010	09/22/2010	09/24/2010
09/20/2010	09/22/2010	09/29/2010	10/01/2010
09/27/2010	09/29/2010	10/06/2010	10/08/2010
10/04/2010	10/06/2010	10/13/2010	10/15/2010
10/11/2010	10/13/2010	10/20/2010	10/22/2010
10/18/2010	10/20/2010	10/27/2010	10/29/2010
10/25/2010	10/27/2010	11/03/2010	11/05/2010
11/01/2010	11/03/2010	11/10/2010	11/12/2010
11/08/2010	11/10/2010	11/17/2010	11/19/2010
11/15/2010	11/17/2010	11/24/2010	*11/24/2010 (Wednesday)
11/22/2010	11/24/2010	12/01/2010	12/03/2010
11/29/2010	12/01/2010	12/08/2010	12/10/2010
12/06/2010	12/08/2010	12/15/2010	12/17/2010
12/13/2010	12/15/2010	12/22/2010	*12/22/2010 (Wednesday)
12/20/2010	12/22/2010	12/29/2010	*12/30/2010 (Thursday)
12/27/2010	12/29/2010	01/05/2011	01/07/2011

* Altered submittal and review schedule due to holidays.

The average submittal takes 9 working days between submittal and receipt of comments. Please refer to the Small Project Application Requirements to prepare your application submittal.

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Development Review Committee (DRC)

SHORT CYCLE

2010 Submittal and Review Schedule (pg. 1 of 2)

Submittal Deadline: 3:00 p.m.

SUBMITTALS DUE BY 3:00 p.m.	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP AT NOON
01/04/2010	01/04/2010	01/06/2010	01/08/2010
01/11/2010	01/11/2010	01/13/2010	01/15/2010
*01/19/2010 (Tuesday)	*01/19/2010 (Tuesday)	01/20/2010	01/22/2010
01/25/2010	01/25/2010	01/27/2010	01/29/2010
02/01/2010	02/01/2010	02/03/2010	02/05/2010
02/08/2010	02/08/2010	02/10/2010	02/12/2010
*02/16/2010 (Tuesday)	*02/16/2010 (Tuesday)	02/17/2010	02/19/2010
02/22/2010	02/22/2010	02/24/2010	02/26/2010
03/01/2010	03/01/2010	03/03/2010	03/05/2010
03/08/2010	03/08/2010	03/10/2010	03/12/2010
03/15/2010	03/15/2010	03/17/2010	03/19/2010
03/22/2010	03/22/2010	03/24/2010	03/26/2010
03/29/2010	03/29/2010	03/31/2010	04/02/2010
04/05/2010	04/05/2010	04/07/2010	04/09/2010
04/12/2010	04/12/2010	04/14/2010	04/16/2010
04/19/2010	04/19/2010	04/21/2010	04/23/2010
04/26/2010	04/26/2010	04/28/2010	04/30/2010
05/03/2010	05/03/2010	05/05/2010	05/07/2010
05/10/2010	05/10/2010	05/12/2010	05/14/2010
05/17/2010	05/17/2010	05/19/2010	05/21/2010
05/24/2010	05/24/2010	05/26/2010	05/28/2010
*06/01/2010 (Tuesday)	*06/01/2010 (Tuesday)	06/02/2010	06/04/2010
06/07/2010	06/07/2010	06/09/2010	06/11/2010
06/14/2010	06/14/2010	06/16/2010	06/18/2010
06/21/2010	06/21/2010	06/23/2010	06/25/2010
06/28/2010	06/28/2010	06/30/2010	07/02/2010
*07/06/2010 (Tuesday)	*07/06/2010 (Tuesday)	07/07/2010	07/09/2010
07/12/2010	07/12/2010	07/14/2010	07/16/2010
07/19/2010	07/19/2010	07/21/2010	07/23/2010
07/26/2010	07/26/2010	07/28/2010	07/30/2010

Schedule continues next page →

* Altered submittal and review schedule due to holidays.

The schedule indicates 3 ½ working days between submittal and receipt of comments.

PLEASE CONTACT KAMIE FITZGERALD AT (512) 671-2702 WITH ANY QUESTIONS



Development Review Committee (DRC)

SHORT CYCLE

2010 Submittal and Review Schedule (pg. 2 of 2)

Submittal Deadline: 3:00 p.m.

SUBMITTALS DUE BY 3:00 p.m.	PLANS DISTRIBUTED TO REVIEWERS	DRC MEETING FOR REVIEWERS	DRC COMMENTS AVAILABLE FOR PICK-UP AT NOON
08/02/2010	08/02/2010	08/04/2010	08/06/2010
08/09/2010	08/09/2010	08/11/2010	08/13/2010
08/16/2010	08/16/2010	08/18/2010	08/20/2010
08/23/2010	08/23/2010	08/25/2010	08/27/2010
08/30/2010	08/30/2010	09/01/2010	09/03/2010
*09/07/2010 (Tuesday)	*09/07/2010 (Tuesday)	09/08/2010	09/10/2010
09/13/2010	09/13/2010	09/15/2010	09/17/2010
09/20/2010	09/20/2010	09/22/2010	09/24/2010
09/27/2010	09/27/2010	09/29/2010	10/01/2010
10/04/2010	10/04/2010	10/06/2010	10/08/2010
10/11/2010	10/11/2010	10/13/2010	10/15/2010
10/18/2010	10/18/2010	10/20/2010	10/22/2010
10/25/2010	10/25/2010	10/27/2010	10/29/2010
11/01/2010	11/01/2010	11/03/2010	11/05/2010
11/08/2010	11/08/2010	11/10/2010	11/12/2010
11/15/2010	11/15/2010	11/17/2010	11/19/2010
11/22/2010	11/22/2010	11/24/2010	*11/24/2010 (Wednesday)
11/29/2010	11/29/2010	12/01/2010	12/03/2010
12/06/2010	12/06/2010	12/08/2010	12/10/2010
12/13/2010	12/13/2010	12/15/2010	12/17/2010
12/20/2010	12/20/2010	12/22/2010	*12/22/2010 (Wednesday)
12/27/2010	12/27/2010	12/29/2010	*12/30/2010 (Thursday)

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The schedule indicates 3 ½ working days between submittal and receipt of comments.

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