



## Subdivision Development

# Amending Plat

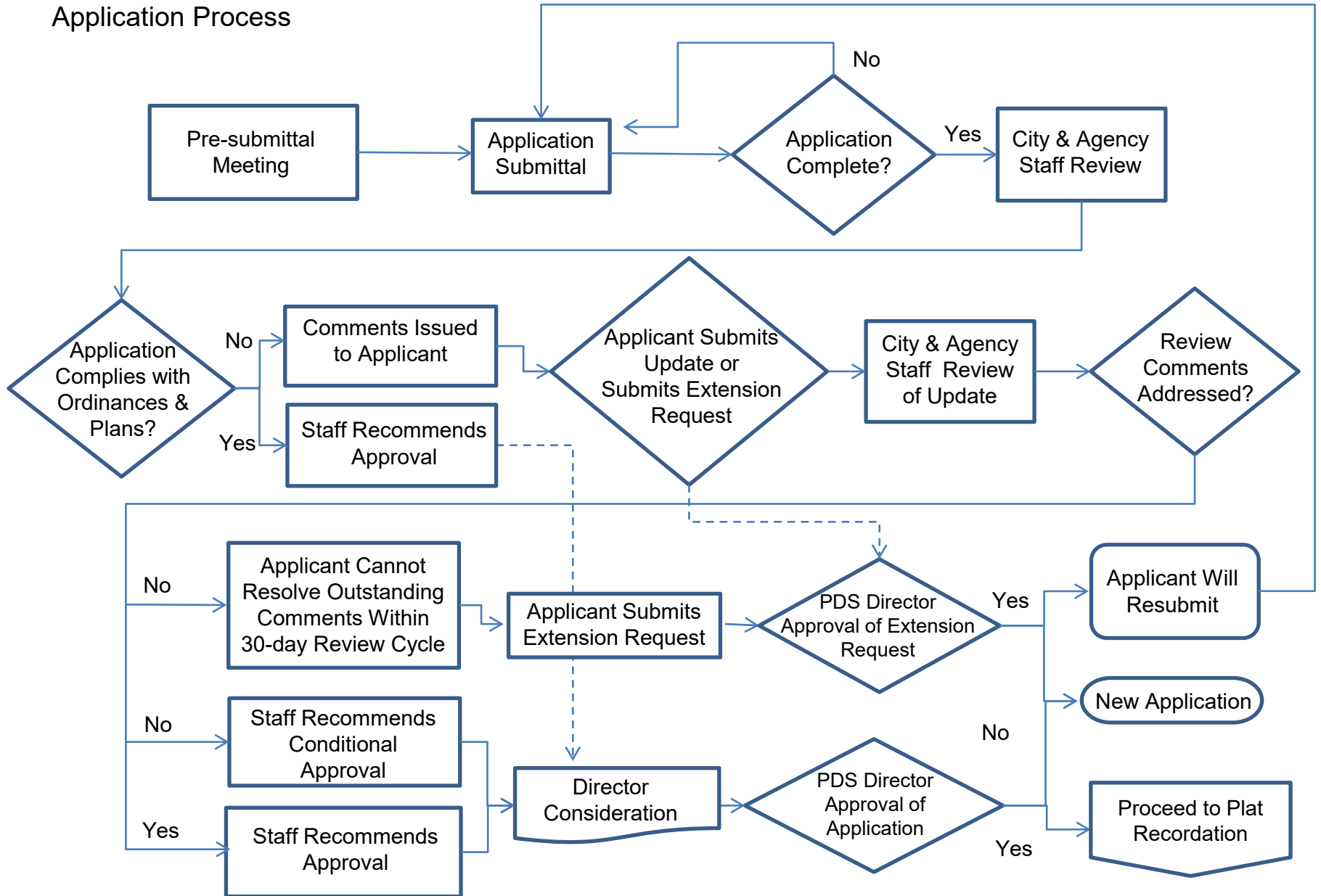
## Application information & Procedures

*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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# Amending Plat Application Process



## Amending Plat

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This section of the Development Packet consists of information and required forms for Amending Plat applications.

The Amending Plat is intended to be used as a limited means to correct minor errors or make minor adjustments to a Recorded Final Plat as provided in the Texas Local Government Code, Section 212.016, as amended.

If the proposed subdivision is outside City Limits and annexation is not proposed, please review the Platting in the ETJ Chapter for additional County requirements.

### Amending Plat Review Process

An application is submitted via the [Round Rock Permit Portal](#) on the [Official Filing Date](#) and reviewed for completeness (see attached Amending Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Amending Plat Content). Comments generated during that review are forwarded to the Applicant within 10 calendar days.

The Applicant typically has 1 week to respond to comments. After the Applicant has completed the requested modifications or otherwise addressed review comments, an updated plat, and supporting materials shall be submitted to PDS for distribution and review. If all review comments have been satisfied, staff shall recommend that the Planning and Development Services Director ("Director") approve the application. Amending do not require subsequent City Council approval.

PDS staff will notify the Applicant of the Director's approval. If an application was conditionally approved, the Applicant shall correct the plat submitted with the response to comments.

Any conditions of application approval and/or corrections to the Amending must be satisfied prior to recordation.

An approved Amending Plat shall expire two years from the approval date if it has not been recorded.

### Application Deadlines

Applications for Amending Plats are reviewed on a schedule adopted by the Planning and Zoning Commission that reflects state statutory requirements. This schedule includes specific dates for application submittals to City staff.

Review cycles usually begin on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. 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/>

Before submitting an application, the Applicant shall verify the deadline for filing an application with PDS.

## **Zoning and Development Code, Design & Construction Standards**

This section of the Development Packet is intended to assist the Applicant in preparing a formal application. It does not replace the requirements found in Code Of Ordinances, City of Round Rock, Part III, Zoning and Development Code, 2018, as amended. Please review applicable chapters of the Code of Ordinances and adopted Standards prior to application submittal.

The Zoning and Development Code is available online at:

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

The Design and Construction Standards (DACS) are available online at:

<https://www.roundrocktexas.gov/departments/transportation/dacs/>



## 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.***

# Amending Plat Application Requirements

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- **Please note that Amending Plat Applications must be submitted on the designated submittal dates 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/>
- **Please note that the Amending Plat application will NOT be considered complete or filed unless all the application requirements are met.**

The Applicant shall upload all required documentation for an Amending Plat application in .pdf format via the [Round Rock Permit Portal](#) unless otherwise noted:

1. **Completed Project Application** (complete form via [Round Rock Permit Portal](#)).
2. **Presubmittal Meeting minutes** or documentation of City staff's knowledge of project being submitted.
3. **Abstractor's Certificate/Ownership and Lien Certificate** - Shall state the names and addresses of all current owners and current lien holders of the property described in the Final Plat. The Abstractor's Certificate/Ownership and Lien Certificate shall be dated no earlier than thirty (30) days prior to the submission of the Amending Plat.
4. **Title Policy/Report** or similar document IF the property has been conveyed in the past 5 years or will be conveyed prior to recordation.
5. **Deed(s)** - Identifying the owners of the property; Proof of signatory authority for corporations is required.
6. **Existing Easement Documents** - Provide copies of all recorded easements (except those dedicated by plat) affecting the existing plat.
7. **Certification from a Surveyor** that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended.
8. **Current recorded plat** - At the same scale as the proposed Amending Plat.
9. **Utility Service Letter** - Signed and sealed letter from the Applicant's engineer: A) Describing how the subdivision will be served by water and wastewater and how the utilities will interface with adjacent tracts; OR B) Stating there has been no change to the utility scenario since the previous submittal.
10. **Floodplain Study Resolved**- Written confirmation from the City of Round Rock Development Services Division that a Floodplain Study is not required or, if required, has been approved.
11. **Utility Schematics** - Indicate the existing water and wastewater infrastructure and identify any proposed extensions of water and wastewater infrastructure necessary to serve all lots within the tract; schematics should include existing and proposed parcels and streets (upload in .pdf and .dwg format).

**12. Drainage Schematics** – Indicate the availability of drainage infrastructure/facilities and identify the proposed drainage infrastructure/facilities necessary to serve all lots within the tract; schematics should include existing and proposed topography, parcels, and streets (upload in .pdf and .dwg format).

**13. Amending Plat** – 1 file in .pdf format, and 1 file in one of the following formats:

- a. • AutoCAD (projectname\_amending.dwg),
- b. • ESRI (projectname\_amending.shp),
- c. MicroStation (projectname\_amending.dgn) - follow up with GIS/utilities

*The file shall be georeferenced to the State Plane Grid Coordinate System – Texas Central zone (4203) or contain a minimum of two (2) survey points referenced to the City of Round Rock Control Network. The file shall be in US feet and shall include rotation information and scale factor required to reduce surface coordinates to grid coordinates in US feet.*

- i. Signed and sealed by Engineer;
- ii. Signed and sealed by Surveyor;
- iii. If plat is in the ETJ, it must be signed by the FEMA Floodplain Administrator for Williamson County and may require WCCHD approval. (See “Platting in Round Rock’s ETJ” in the Reference Section for additional information.);

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

|                                      |           |
|--------------------------------------|-----------|
| Application Fee (base fee)           | \$ 500.00 |
| Lot Fee: Number of Lots _____ x \$25 | \$ _____  |
| Legal Fee                            | \$ 100.00 |

## Amending Plat Content (must be shown on Plat)

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1. Subdivision name; must include phrase "Amended Plat of" and reference original subdivision (lot, block, section or phase as appropriate)
2. All text, line work and hatching shall be legible.
3. North arrow on plat schematic
4. Schematic drawn at a scale 1" = 100'
5. Scale bar and numeric scale
6. The following information shall appear in ONE place on the FIRST page:
  - OWNERS: (if corporation include name)
  - ACREAGE:
  - SURVEYOR:
  - NUMBER OF BLOCKS:
  - LINEAR FEET OF NEW STREETS:
  - SUBMITTAL DATE:
  - BENCHMARK DESCRIPTION & ELEVATION WITH VERTICAL DATUM AND GEOID ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."
  - PATENT SURVEY:
  - ENGINEER:
  - NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial", "residential", "industrial" or "mixed use."

*\*Please do not include email addresses on any of the Plat sheets.*
7. Location map with north arrow
8. Tie to corner of original survey or tie to corner of parent tract as described in the conveyance document
9. A legend with all acronyms, line work and hatching defined.
10. Boundary survey with bearings and distances; boundary shown in solid bold lines
11. Point of beginning labeled on plat and described in a metes and bounds description
12. A survey tie across each adjacent street or right-of-way to determine right-of-way width(s), with one end of each tie on the subject property boundary, and the other end intersecting with and perpendicular to the opposing right-of-way line.
13. Monumentation (review Monuments and Control Points Requirements packet)
14. Dashed lines showing:
  - a. Adjacent subdivision lots (preliminary plat, final plat or recorded plat), with the name of the subdivision; and
  - b. Adjacent unplatted property with names of landowners and acreage of property."
15. Dashed lines showing adjacent streets, onsite and offsite easements.



16. Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan, as amended.
17. Label all ROW widths; include complete curve and line data, in a table if applicable
18. Streets: street names must be continuous from any adjacent subdivisions.
19. Show two points of vehicular access for plats containing more than 29 dwelling units.
20. If applicable, the following note shall appear: "A second point of access, meeting all criteria of the most recently adopted Fire Code, as amended, shall be required on all plats of residential subdivisions containing greater than 29 dwelling units."
21. Lot and block lines
22. Numbers on all proposed lots and letters on proposed blocks
23. Dimensions for front, rear, and side lot lines
24. Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size (square feet) for all lots included in the plat
25. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
26. Existing easements:
  - a. All existing easements encumbering the property shall be depicted in schematic, to the extent practical, with recording information (Cabinet & Slide, Volume & Page, or Document Number).
  - b. The beneficiary of the easement must be included in the easement label.
  - c. Bearing and distance calls are not listed for separate instrument easements.
  - d. Existing blanket, undefined, or unlocatable easements shall be referenced in a note on the plan.
  - e. Copies of all existing easement documents shall be provided.
27. Depiction of the ultimate 4% annual chance floodplain and ultimate 1% annual chance floodplain with unique line types.

One of the following set of notes shall be added to the plat as applicable:

- a. If the ultimate 1% annual floodplain does not encroach upon any portion of the tract, the following note shall be added to the plat:  
"No portion of this tract is encroached by the ultimate 1% annual chance floodplain."
- b. If the ultimate 1% annual floodplain does encroach upon the tract or any adjacent tract, the following note shall be added to the plat:  
"A portion of this tract is encroached by the ultimate 1% annual chance floodplain.";  
AND  
"No fences, structures, storage, or fill shall be placed within the limits of the ultimate 1% annual chance floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis."

28. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend; omit depictions of the FEMA floodway.
29. One of the following notes shall be listed on the plat:
  - a. "No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual chance flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number \_\_\_\_\_ effective date \_\_\_\_\_, for \_\_\_\_\_ County, Texas."
  - Or:
  - b. A portion of this tract is encroached by special flood hazard areas inundated by the 1% annual chance flood as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number \_\_\_\_\_ effective date \_\_\_\_\_, for \_\_\_\_\_ County, Texas."
30. For plats encroached by the ultimate 1% annual chance floodplain, and where the subject plat area is
  - a. Single-family and two-family fee simple lots, show the minimum finished floor elevations (MFFE) for all lots adjacent to the floodplain;
  - b. All other final plat developable lots, provide ultimate 1% annual chance water surface elevations at the most upstream and most downstream locations as well as one in the middle, and a note that all slab elevations shall be a minimum of two (2) feet above the ultimate 1% annual chance floodplain.
31. All drainage easements and required off-site extensions shall be labeled as "drainage and storm sewer easements". If a drainage easement exists or is proposed, the following note shall be added to the plat:

"No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon."
32. All original plat notes from the recorded plat. If applicable, a plat note stating: "Sidewalks shall be constructed in accordance with Part III, Zoning and Development Code, Section 6-26, City of Round Rock, Texas, 2018, as amended."
33. Plat note stating: "With the exception of properties located within the MU-1 and MU-2 zoning districts, a ten foot (10') PUE and sidewalk easement abutting and along the street side property line is hereby conveyed for all street side property lots shown hereon. Any private improvements within the PUE or right-of-way shall require written approval from the Public Works Director prior to installation".
34. Signed and sealed surveyor's certification.
35. Signed and sealed engineer's certification if floodplain exists on site.
36. Current and complete ownership conveyance statement(s) with lien holder approval, if applicable and all appropriate signature blocks. Proof of signatory authority for corporations is required. Note: Signature blocks will vary. (See examples below)

## **Signature Blocks for Corporate Entity**

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### **IF THERE ARE NO LIEN HOLDERS:**

STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain \_\_\_\_\_ acre tract of land recorded in Volume \_\_, Page \_\_\_\_ [or Document Number], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as \_\_\_\_\_ subdivision.

[NAME OF CORPORATE ENTITY]

\_\_\_\_\_  
[signature]

[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name: \_\_\_\_\_

My Commission Expires:

## **Signature Blocks for Corporate Entity**

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### **IF THERE ARE LIEN HOLDERS:**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain \_\_\_\_ acre tract of land recorded in Volume \_\_, Page \_\_\_\_ [or Document Number], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as \_\_\_\_\_ subdivision.

[NAME OF CORPORATE ENTITY]

\_\_\_\_\_  
[Name of authorized officer]

[Title of officer]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name:

My Commission Expires:

### **AND**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That \_\_\_\_\_, the Lien Holder of that certain \_\_\_\_\_ acre tract of land recorded in Volume \_\_, Page \_\_\_\_ [or Document Number], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain \_\_\_\_\_ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

\_\_\_\_\_  
(Name of Lien holder)

By:

\_\_\_\_\_, its \_\_\_\_\_

(Typed Name)

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by, \_\_\_\_\_.

Notary Public, State of Texas

Printed Name:

My Commission Expires:

## **Signature Blocks for Natural Persons**

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### **IF THERE ARE NO LIEN HOLDERS:**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, \_\_\_\_\_, as the owner of that certain \_\_\_\_\_ acre tract of land recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_ [or Document Number \_\_\_\_\_], of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as \_\_\_\_\_ subdivision.

\_\_\_\_\_  
[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,  
by \_\_\_\_\_ .

Notary Public, State of Texas

Printed Name: \_\_\_\_\_

My Commission Expires:

## **Signature Blocks for Natural Persons**

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### **IF THERE ARE LIEN HOLDERS:**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That I, \_\_\_\_\_, as the owner of that certain \_\_\_\_\_ acre tract of land recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_ [or Document Number \_\_\_\_\_], of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public be known as \_\_\_\_\_ subdivision.

\_\_\_\_\_ [signature]

[Name of Owner]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_ .

Notary Public, State of Texas

Printed Name: \_\_\_\_\_

My Commission Expires:

### **AND**

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

That \_\_\_\_\_, the Lien Holder of that certain \_\_\_\_\_ acre tract of land recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_ [or Document Number \_\_\_\_\_], of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain \_\_\_\_\_ acre tract of land situated in the City of Round Rock, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

\_\_\_\_\_ [Name of Lien holder]

By:

\_\_\_\_\_, its \_\_\_\_\_

[Typed Name]

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ .

Notary Public, State of Texas

Printed Name:

My Commission Expires:

**PDS Director Certification & Signature Block**  
(for Plats in **Williamson County**)

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Planning and Development Services Department of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

\_\_\_\_\_  
Bradley Dushkin, AICP  
Director of Planning and Development Services Department  
City of Round Rock

**PDS Director Certification & Signature Block**  
(for Plats in **Travis County**)

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Planning and Development Services Department of the City of Round Rock, Texas, and authorized to be filed for record by the County Clerk of Travis County, Texas.

The property covered by this Plat is within the [EXTRATERRITORIAL JURISDICTION or CITY LIMITS] of the City of Round Rock.

\_\_\_\_\_  
Bradley Dushkin, AICP  
Director of Planning and Development Services Department  
City of Round Rock

**County Clerk Signature Block**  
**(for Plats in *Williamson County*)**

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THE STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

KNOW ALL MEN BY THESE PRESENTS

THAT I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATION OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_, AT \_\_\_\_ O'CLOCK, \_\_M. AND DULY RECORDED ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_, AT \_\_\_\_ O'CLOCK \_\_M. IN THE PLAT RECORDS OF SAID COUNTY, IN INSTRUMENT NO. \_\_\_\_\_.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST ABOVE WRITTEN.

NANCY E. RISTER, CLERK, COUNTY COURT OF  
WILLIAMSON COUNTY, TEXAS

BY: \_\_\_\_\_  
DEPUTY

*Note: The Williamson County Clerk's signature block shall be located on the bottom, right side of the signature block sheet with a space of at least 1.5in x 1.5in to include a seal.*

**County Clerk Signature Block**  
**(for Plats in *Travis County*)**

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STATE OF TEXAS §  
COUNTY OF TRAVIS §

I, DYANA LIMON-MERCADO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_M., DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_M., OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, A.D.

DYANA LIMON-MERCADO, COUNTY  
CLERK TRAVIS COUNTY, TEXAS

\_\_\_\_\_  
DEPUTY



**Certificate, Signature, and Seal of the  
Licensed Surveyor Who Prepared the Plat**

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THE STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 4 - Subdivision Design and Construction, Part III - Zoning and Development Code, Code of Ordinances, City of Round Rock, 2018 Edition as amended.

\_\_\_\_\_  
Signature and Seal of Licensed Surveyor

\_\_\_\_\_  
Date

**Certificate, Signature, and Seal of a  
Registered Professional Engineer**

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THE STATE OF TEXAS §  
COUNTY OF WILLIAMSON §

That I, \_\_\_\_\_, do hereby certify that the information contained on this plat complies with Chapter 4 - Subdivision Design and Construction, Part III - Zoning and Development Code, Code of Ordinances, City of Round Rock, 2018 Edition as amended, and the Design and Construction Standards adopted by the City of Round Rock, Texas.

\_\_\_\_\_  
Signature and Seal of Licensed Engineer

\_\_\_\_\_  
Date

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

| (Gray highlight denotes 2023 and 2025 dates)    |   |  |   |
|---|---|--|---|
| Submittal Day<br>12 Noon Deadline<br>(Tuesday*) | ** Public Notice<br>Posting Deadline<br>(Friday*) | 1st Available<br>P&Z Meeting<br>(Wednesday*) | Target City Council<br>Meeting<br>(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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