



Annexation

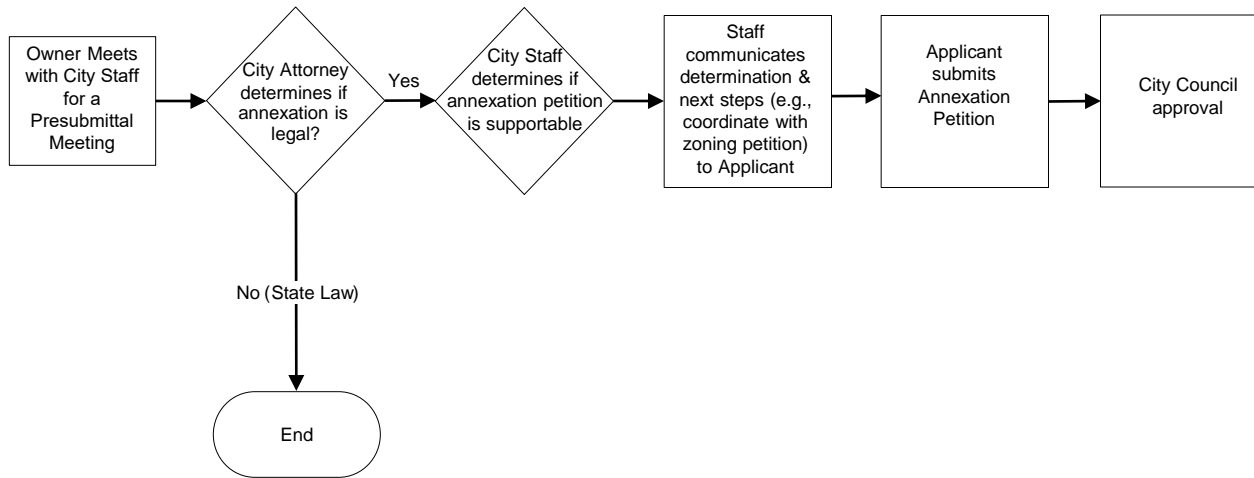
Application information

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:

Page	Item
2	Annexation Flow Chart
3	Application Information and Instructions
5	Application Requirements
6	Sample Annexation Petition
7	Sample Property Owner's Consent Form
8	Planning and Zoning Commission Meeting Schedule
9	Reference

Annexation Process



Annexation

This Annexation Packet consists of information and the required Annexation Petition form which is presented to the Round Rock City Council.

Requests for annexation are considered solely by City Council, who has full discretion in granting or denying the Petition. Their decision to grant the petition shall be based, in part, on staff recommendation.

A Petition from the property owner requesting annexation shall be submitted when a property owner is requesting original zoning (please refer to the Zoning Packet). After the original zoning request is considered and has received a favorable recommendation from the Planning and Zoning Commission, this Petition will accompany the original zoning recommendation to the City Council for their consideration.

Although a Petition for annexation may be submitted by an owner for consideration by Council without an accompanying request for zoning, the Petition will likely not have staff support.

Presubmittal Meeting

Prior to submitting an Annexation 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 in 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.

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.

Annexation Requirements

- The Applicant shall upload all required documentation in .pdf format via the [Round Rock Permit Portal](#) unless otherwise noted.

Applications for annexation shall include the following items:

- 1. Project Application** (complete form via [Round Rock Permit Portal](#)).
To be submitted in conjunction with the original zoning application.
- 2. Annexation Petition**
To be submitted at the time of the original zoning application to Planning and Zoning Commission. Original form must be submitted to PDS (**Template follows**).
- 3. Exhibit A**
Legal description if a legally recorded lot or a metes and bounds description if unplatted acreage. The description shall be typed, include acreage information, the name of original or patent survey, be printed on 8 1/2" x 11" paper, and include a legible sketch or survey plot of the property. If a metes and bounds description is prepared, it must be signed and sealed by the Registered Professional Land Surveyor who prepared it. This exhibit shall be entitled "EXHIBIT A".
- 4. Ownership Document(s)**
Clean copy of recorded warranty deed or other document(s) conveying ownership of all the property to be annexed. If the property is owned by a partnership, corporation, trust, or other entity, documents demonstrating signatory's authority to sign Petition on behalf of entity must be included.
- 5. 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**).
- 6. Utility Provision Statement**
A statement by the property owner stating the property is within the City of Round Rock's CCN (service area) for water and wastewater service and an estimation of how the property will be connected by the owner to that existing water and wastewater system.
- 7. Municipal Services Agreement**
This document, which sets forth the services to be provided by the City, must be signed by the property owner prior to being considered by the City Council. The Agreement will be drafted by the City.

ANNEXATION PETITION

TO THE MAYOR AND THE CITY COUNCIL OF THE
CITY OF ROUND ROCK, TEXAS:

The undersigned owners of the hereinafter described tract of land hereby petition your Honorable City Council to extend the present city limits so as to include as a part of the City of Round Rock, Texas, the following described territory, to-wit:

[Legal description of property]

And being more particularly described in the sketch and description attached hereto as **Exhibit "A"**.

I hereby certify, under oath, that:

(1) _____ AM/A
RE THE TRUE AND ONLY OWNER(S) OF THE ABOVE-DESCRIBED TRACT OF
LAND, and

(2) The above-described tract of land, as depicted in Exhibit "A", is contiguous and adjacent to the current city limits of the City of Round Rock, Texas.

[Owner's signature & printed name]

[Owner's signature and printed name]

STATE OF TEXAS §

COUNTY OF WILLIAMSON §

SUBSCRIBED AND SWORN TO ME BEFORE, a notary public, by _____ this
_____ day of _____, 20____, A.D.

Notary Public, State of Texas

(Seal)



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)

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

Round Rock Permit Portal

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

PDS Contacts

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

City Fee Schedule

https://library.municode.com/tx/round_rock/codes/code_of_ordinances?nodeId=PTIICOOR_APXAFERACH

Other PDS Packets

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/>
