



License Agreement Application Information

Included in this Packet:

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- Project Information Sheet

License Agreement Overview

To obtain a License Agreement:

1. Schedule a pre-submittal meeting with the City of Round Rock Planning & Development Services Department through the [Round Rock Permit Portal](#). The purpose of this meeting is to establish the submittal process schedule, confirm any other processing steps, and to introduce the specifics of the project to P&DS. If one was conducted for the site or subdivision permit, that pre-submittal meeting will suffice. Please be advised that this meeting is not to be considered a development review.

The owner and their consultants, including an engineer, should be at the pre-submittal meeting. The applicant must be prepared to present the basics of the proposed license agreement. Following the pre-submittal meeting, staff will produce minutes of the meeting. The purpose of the minutes is to document any decisions and/or direction staff has given the applicant. Staff will email the minutes of the meeting to the attendees upon completion. Upon receipt, the applicant is urged to review the minutes to ensure all important information has been documented and there has been no misunderstanding. If there has been miscommunication, or an important item is missing, please contact the Case Manager indicated in the first section of the minutes and we will resolve the matter.

2. Submit the License Agreement Application and all required items and fees through the [Round Rock Permit Portal](#).
3. The applicant will be contacted when the agreement is prepared and ready for signatures.
4. Once the applicant has returned the signed License Agreement to Planning and Development Services, it will be forwarded to the City Manager for execution.

NOTE: No improvements shall be installed until the license agreement has been fully executed by the City of Round Rock.

Round Rock Permit Portal

The City of Round Rock has implemented an online submittal portal powered by Cityworks. This online system allows users to submit all applications and supporting materials online, see the progress of their application, access review comments, observe inspection activity, and more. Submittal activities that previously occurred in person will now occur through the portal,, including payment of fees.

To access the Round Rock Permit Portal, use this [link](#) and bookmark it. You can also access the portal through the city's website at www.roundrocktexas.gov.

Please note that users are only able to see projects for which they are listed on the application and are required to create an account first.

For questions regarding a license agreement associated with a Site or Subdivision Permit, please contact Freddie Garcia at (512) 341-3356 or fgarcia@roundrocktexas.gov.

For questions regarding a license agreement associated with a **Sign Permit**, please contact Veronica Chandler at (512) 341-3320 or vchandler@roundrocktexas.gov.

For other questions or further assistance please contact the Planning and Development Services (PDS) front desk at 512-218-5428.

Requirements for processing a License Agreement application:

- A completed License Agreement application through the [Round Rock Permit Portal](#).
- A completed resolution form indicating who is authorized to sign the license agreement.
- For use with Sign Permits, a completed project information sheet (see page 11).
- For use with Sign Permits, an 8 ½" x 11" sketch plan indicating exact area to be licensed.
- For use with SDPs and SIPs, construction plans approved by the Planning and Development Services Department or similar exhibits that indicate locations to be licensed and detailing what infrastructure is to be licensed.

NOTE: The above documents must be submitted with the application in the Round Rock Permit Portal

Reference documents:

Utility Ordinance, Section 44-175 Right-of-way Encroachment, and Zoning Ordinance, Section 8-10 Landscaping

[Round Rock Code of Ordinances](#)

City of Round Rock Design and Construction Standards (DACS)

<https://www.roundrocktexas.gov/city-departments/transportation/traffic-operations/design-and-construction-standards/>

Tree Technical Manual: Standards and Specifications

[Tree Technical Manual](#)

License Agreement Construction Plan Checklist

(for use with Site Development and Subdivision Improvement Permits)

License Agreement plans shall include the following:

1. **Cover Sheet** including:
 - a. Address of project
 - b. Name of project
 - c. Legal description of property and lot area
 - d. Submittal date
 - e. Sheet index
 - f. Revision block
 - g. Applicants name, address, phone, fax and e-mail address.
NOTE: Applicant will be the primary contact
 - h. Name, address, phone, fax, and e-mail address of Engineer, Architect,
 - i. Signature block for Planning and Development Services
 - j. Location map
2. **Recorded Plat and subdivision construction plans** (if applicable)
3. **Dimensioned Site Plan** including:
 - a. Boundaries of project including bearings, distance, angles, and dimensions
 - b. Platted and recorded easements
 - c. Locations and dimensions of all existing and proposed improvements with labels keyed to details for all proposed improvements
 - d. Details of all proposed improvements
 - e. Location of ground mounted equipment
 - f. Location of all existing utilities
4. **Planting Plan** including:
 - a. Existing and proposed utilities
 - b. Property boundary line/ ROW
 - c. Easements (by plat and separate instrument)
 - d. Location of all proposed and existing site improvements including all structures, paving and flatwork.

- e. Existing trees to be removed
 - f. Existing trees to remain
 - g. Location of ALL proposed plant material with labels or plant legend indicating quantities and specifications
 - h. Planting schedule including botanical name, common name, and specifications
 - i. Planting notes and details including staking
 - j. Irrigation layout
 - k. Irrigation notes and details
 - l. Existing and proposed grading
5. **Tree Survey and Tree Protection Plan** including:
- a. Locations of all existing trees with tag numbers and tree list.
 - b. Location of proposed trees to be removed delineated as dashed-line circle with number in circle.
 - c. Tree protection notes
 - d. Tree protection details
6. **Erosion Control Plan** including:
- a. Limits of construction with standard notes and details
7. **Additional License Agreement Construction Plan criteria** for improvements installed in the Rights-of-Way:
- Plantings and signs shall not conflict with visibility triangles. The visibility triangle is defined in Section 10-8(5)(h) of the Zoning Ordinance. Note: The Director of Transportation Services may require the visibility triangles to be calculated using ITE criteria.
 - Irrigation shall comply with the Section 10-8 of the Zoning Ordinance.
 - Spray heads shall not be placed within 5 feet of the back of any curb.
 - Irrigation lines under pavement shall have valves so that pressurized lines can be isolated for repairs. Lines under pavement shall not be pressurized unless system is in operation.
 - A building permit shall be pulled for the irrigation tap and meter.
 - If the proposed project is zoned PUD, then the PUD requirements must be incorporated.

Structures and Planting shall be located outside of all easements and shall be set back from public utilities, distance subject to the City Engineer.

Resolution of Corporate Authority

(Corporation)

I, _____ {name}, the undersigned Secretary of
_____ {name of corporation} the
"Corporation," hereby certify that:

Corporation is a corporation duly organized and existing under the laws of
the State
of _____. The following is a true and accurate transcript of a
Resolution adopted at the _____ {date} Board meeting. The
Corporation's Board of Directors adopted the Resolution, which is contained in Corporation's
minute book, at a duly authorized board meeting. A quorum of Corporation's Board of
Directors was present at the entire board meeting and all actions taken at the meeting
complied with Corporation's charter and by-laws. The Resolution has not been amended or
revoked on the date signed below, and remains in full force and effect.

Resolved, that _____ {name}, _____
{title} of _____ {name of corporation}, be and hereby
is empowered to sign any and all documents, to take such steps, and to do such other acts and
things, on behalf of said Corporation, as in his/her [strike one] judgment may be necessary,
appropriate or desirable in connection with any License Agreement entered into with the City
of Round Rock affecting the real property described as:

a subdivision of Williamson County, Texas, according to the map or plat of record in Volume
_____, Page _____, of the Plat Records of Williamson County, Texas, "Property".

Resolved, that all transactions with the City of Round Rock involving a License Agreement
affecting the Property by any of the officers or representatives of the Corporation, in its name and
for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all
purposes.

Signed and sealed on _____, 20_____

{Seal}

Secretary

Resolution of Corporate Authority (General Partner)

I, _____ {name}, the undersigned Secretary of
_____ {name of corporation} the
"Corporation," hereby certify that:

Corporation is a corporation duly organized and existing under the laws of
the State
of _____. The following is a true and accurate transcript of a
Resolution adopted at the _____ {date} Board meeting. The
Corporation's Board of Directors adopted the Resolution, which is contained in Corporation's
minute book, at a duly authorized board meeting. A quorum of Corporation's Board of
Directors was present at the entire board meeting and all actions taken at the meeting
complied with Corporation's charter and by-laws. The Resolution has not been amended or
revoked on the date signed below, and remains in full force and effect.

Resolved, that _____ {name}, _____
{title} of _____ {name of corporation}, be and hereby
is empowered to sign any and all documents, to take such steps, and to do such other acts and
things, on behalf of said Corporation, as in his/her [strike one] judgment may be necessary,
appropriate or desirable in connection with any License Agreement entered into with the City
of Round Rock affecting the real property described as:

a subdivision of Williamson County, Texas, according to the map or plat of record in Volume
_____, Page _____, of the Plat Records of Williamson County, Texas, "Property".

Resolved, that all transactions with the City of Round Rock involving a License Agreement
affecting the Property by any of the officers or representatives of the Corporation, in its name and
for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all
purposes.

Signed and sealed on _____, 20_____

{Seal}

Secretary

Resolution of Corporate Authority

(Limited Company)

I, _____ {name}, the undersigned Manager of the licensed that is the member of _____ {name of limited liability company} the "Company," hereby certify that:

Company is a limited liability company duly organized and existing under the laws of the State of _____. The following is a true and accurate transcript of a Resolution adopted at the _____ {date} Member meeting. The Company's Members adopted the Resolution, which is contained in Company's minute book, at a duly authorized meeting. A quorum of Company's Members was present at the entire meeting and all actions taken at the meeting complied with Company's charter and by-laws. The Resolution has not been amended or revoked on the date signed below, and remains in full force and effect.

Resolved, that _____ {name}, _____ {title} of _____ {name of company}, be and hereby is empowered to sign any and all documents, to take such steps, and to do such other acts and things, on behalf of said Company, as in his/her [strike one] judgment may be necessary, appropriate or desirable in connection with any License Agreement entered into with the City of Round Rock affecting the real property described as:

a subdivision of Williamson County, Texas, according to the map or plat of record in Volume _____, Page _____, of the Plat Records of Williamson County, Texas, "Property".

Resolved, that all transactions with the City of Round Rock involving a License Agreement affecting the Property by any of the officers or representatives of the Corporation, in its name and for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all purposes.

Signed and sealed on _____, 20_____

{Seal}

Secretary

Acknowledgement

(Include with each Resolution of Corporate Authority)

STATE OF TEXAS
COUNTY OF
WILLIAMSON

Before me, _____ (name) the undersigned Notary Public of
the State of Texas, on this day personally appeared _____
[choose one] {known to me, or proved to me through _____(TDL#)}, to
be the person whose name is subscribed to the foregoing instrument and acknowledged
to me that s/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____,
A.D. 20_____

[SEAL]

Notary Public, State of Texas

Note: Resolution of Corporate Authority must
authorize the **President** or a **Vice President**
to act on behalf of the corporation, and be
signed by, attested, and dated by the
corporate **Secretary** no earlier than three
months before date of License Agreement.

Project Information (for use with Sign Permits):

Project name: _____

Project address: _____

Associated Sign Permit #: _____

Proposed improvements:

Have the improvements / encroachments been installed prior this application?

Yes / No

A license agreement is hereby requested to allow encroachment and improvements into and or within the public property and or public easement as described above. (Give a detailed description of the location proposed for licensing).

The license agreement is requested to allow the following *encroachment or improvements* into and/or within public property and/or easement. (**List all appurtenances**)

I, the undersigned, declare the information provided in this application to be valid and correct. I understand that a non-refundable fee of \$250.00 is required to process the application. I further understand that the decision to grant a license is the sole discretion of the City Manager, based upon recommendation by the City Legal Department and the Planning and Development Services Department. I understand that the value of the right of way, including the improvements licensed with this agreement will be determined by the City Manager and agree that no such improvements will be installed in the right of way until this license agreement is fully executed.

Signed by: _____
Owner/Tenant/Applicant/Agent

Printed name: _____

Title: _____

Date: _____