

# **Subdivision Development**

# **Preliminary Plat**

# **Application information & Procedures**

Copies of this and other Development Packet Chapters are available online at: <a href="https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/">https://www.roundrocktexas.gov/departments/planning-and-development-services/land-development-permits/</a>

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#### **Preliminary Plat Application Process** No Floodplain Study Yes Presubmittal Application City & Agency Application Approval or Waiver Complete? Staff Review Meeting Submittal Letter Comments Issued **Applicant** No Review City & Agency **Application** to Applicant Submits Update or Comments Staff Review Complies with **Submits Extension** Addressed? of Update Ordinances & Request Plans? Staff Recommends Yes Approval **Applicant Cannot** Applicant Will **Applicant Submits** Resolve Outstanding Yes PDS Director → No Resubmit **Extension Request** Comments Within Approval of Extension 30-day Review Cycle Request **New Application** Staff Recommends No → No Conditional Approval **PDS** Director **PDS Director** Consideration Proceed to Approval Staff Recommends Yes Final Plat Yes Approval

Rev. 07/03/24

# **Preliminary Subdivision Plat**

This section of the Development Packet consists of information for Subdivision Preliminary Plats applications.

The purpose of a Preliminary Plat is to present a detailed layout of the proposed subdivision in order to facilitate review by the Planning and Development Services of the proposal's street and drainage systems, easements, utilities, development lots, and other lots, including parkland.

The Applicant shall submit a Preliminary Plat application to PDS for approval by the Planning and Development Services Director ("Director"). The Preliminary Plat shall conform with the approved Concept Plan, if required.

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.

## **Preliminary Plat Review Process**

An application is submitted via the <u>Round Rock Permit Portal</u> on the <u>Official Filing Date</u> and reviewed for completeness (see attached Preliminary Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Preliminary 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. Preliminary plats 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 Preliminary Plat must be satisfied prior to submittal of an associated Final Plat.

Preliminary Plats shall expire two (2) years after approval unless a Final Plat for a portion of the Preliminary Plat has been approved and recorded, in which case the Preliminary Plat is extended three additional years from the date each additional final plat is recorded. If a Preliminary Plat expires, the associated Concept Plan shall also be deemed expired. Major revisions to a Preliminary Plat (see Part III Chapter 10, Article V, subsection 10-27(f)) require approval by the PDS Director and shall extend the Preliminary Plat for two (2) years from the date of approval. A minor revision to a Preliminary Plat, does not extend the expiration date beyond the two (2) years from the original date of approval by the PDS Director, extensions for recorded Final Plats notwithstanding.

## **Application Deadlines**

Applications for Preliminary Plats (whether original or revised) may be submitted to City Staff on the submittal days specified by the schedule adopted by the Planning and Zoning Commission, which reflects state statutory approval requirements.

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 <a href="https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/">https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/</a>

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

## **Zoning and Development Code 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 the 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

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

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

Requirements for Parkland Conveyance and Tree Protection & Mitigation shall be addressed at the Preliminary Plat stage if not addressed with a Concept Plan. Roadway Impact Fees shall be discussed at the Preliminary Plat stage and assessed at building permit.

## **Presubmittal Meeting**

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



# **Pre-submittal Meeting Request**

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

At this meeting a Case Manager will be assigned to the project. The Case Manager is a resource for the developer's team and will be a single, accessible point of contact throughout the development process. The developer and/or the developer's agent, (e.g. engineer, architect, etc.) needs to be at the meeting and must be prepared to present a basic layout or description of the proposed development.

Visit the <u>Round Rock Permit Portal</u> to submit a pre-submittal meeting request. Contact Planning & Development Services staff with any questions at 512-218-5428 or <u>PDSIntake@roundrocktexas.gov</u>.

# **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.

# **Preliminary Plat Application Requirements**

- Please note that Preliminary Plat Applications must be submitted via the Round Rock Permit Portal. Applications submitted in person or outside the designated submittal days will NOT be accepted. A Planning and Zoning Commission Submittal and Meeting Schedule is included in this chapter and is available online at <a href="https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/">https://www.roundrocktexas.gov/city-departments/planning-and-development-services/pz-meeting-schedule/</a>
- Please note that the Preliminary Plat application will NOT be considered complete or filed unless all the application requirements are met.

The Applicant shall upload all required documentation in (.pdf) format via the **Round Rock Permit Portal** unless otherwise noted:

- 1. Completed Project Application (complete form via Round Rock Permit Portal).
- **2.** Copy of **Presubmittal meeting minutes or documentation** of City staff's knowledge of project being submitted.
- 3. Completed **Affidavit of Ownership**.
- **4. Tree Survey -** Tree survey, partial survey, or inventory as approved by the Zoning Administrator, or confirmation of deferral.
- 5. Connectivity Index If not provided previously, include an exhibit showing that the proposed network of streets and pedestrian pathways in a residential subdivision meets the connectivity requirements of Chapter 6, Article II, Subsection 6-12, Zoning and Development Code of the City of Round Rock, Texas, 2018, as amended. Provide (.pdf) version and AutoCAD (projectname\_connectivity.dwg) file.
- **6. 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.
- 7. **Floodplain Study Resolved** If not provided previously, written confirmation from the City of Round Rock that a Floodplain Study is not required or, if required, has been approved;
- 8. Letter of Intent for Parkland Conveyance Signed (by PARD) Letter of Intent (as info: any required Parkland Conveyance fees will be posted with the Parks and Recreation Department prior to plat recordation);
  - \*If acreage is proposed to be conveyed, a current Phase I Environmental Assessment (in digital format) shall be submitted according to federal standards, for the proposed parkland;
- 9. Letter from the City Addressing Coordinator or Williamson County 911 Addressing Division indicating street name approval;

- **10. Utility Letter and 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. Provide (.pdf) version and AutoCAD file(projectname\_utilschem.dwg)
- 11. Drainage Letter and 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. Provide (.pdf) version and AutoCAD file(projectname\_drainlschem.dwg)
- **12. Existing Easement Documents** Documents for all existing easements (if not provided with concept plan).
- **13. Preliminary Plat -** 1 file in (.pdf) format (projectname\_prelim.pdf), <u>and</u> 1 file in one of the following formats:
  - a. AutoCAD (projectname\_preliminary.dwg),
  - b. ESRI (projectname\_preliminary.shp),
  - c. MicroStation (projectname\_preliminary.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.
- **14. Payment of fees:** In accordance with the fee schedule adopted by City Council. (See the Reference section of this packet for details). <u>Fees for Preliminary Plats can be paid via the online portal **after** the application has been accepted by PDS Staff.</u>

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

# **Preliminary Plat Content** (must be shown on Plat)

- Unique Subdivision name. title must include the word "Revised" if Preliminary Plat is changed after PDS Director acceptance and reference original subdivision if the name has changed.
- 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 sheet**:

OWNERS: (if corporation include name)

ACREAGE:

SURVEYOR:

NUMBER OF BLOCKS:

LINEAR FEET OF NEW STREETS:

**CONNECTIVTY INDEX:** 

SUBMITTAL DATE:

DATE OF PLANNING AND DEVELOPMENT SERVICES DIRECTOR REVIEW:

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.** A legend with all acronyms, line work and hatching defined.
- **9.** Phasing clearly defined if applicable.
- 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)
- **14.** Topographic features with two-foot (2') interval contour lines
- **15.** 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.
- **16.** Show two points of vehicular access if the plat contains more than 29 dwelling units.
- 17. 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."
- **18.** Parcel boundaries and ownership information if more than one parcel is included or if plan covers only a portion of a parcel.
- **19.** Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan., as amended.
- **20.** Label all ROW widths; include complete curve and line data if applicable.
- **21.** Street names must be continuous from any adjacent subdivisions.
- **22.** Any land to be conveyed to the City of Round Rock, including, but not limited to parkland and drainage, shall require the following notation on the lot being conveyed: "To be conveyed by deed to the City of Round Rock". In addition, the plat shall contain the following note: "A deed conveying land to the City of Round Rock, referencing the Document No. of this final plat, shall be recorded."
- 23. Numbers on all proposed lots and letters on proposed blocks
- 24. Dimensions for front, rear, and side lot lines
- **25.** Lot Table shown on the plat for residential subdivisions; the table shall include a labeled lot and the corresponding lot size for all lots (square feet) included in the plat
- **26.** Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- **27.** If conveying parkland to the City of Round Rock, a plat note stating: "Parkland shall be conveyed to the City of Round Rock by separate document prior to the recordation of the Final Plat."
- **28.** 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 and type 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.

### **29.** Proposed easements:

 All proposed onsite and offsite easements shall be depicted with the exception of streetside Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);

- b) If dedicating an easement by plat, provide dimensions of proposed easements and label as "Proposed". The beneficiary and type of the easement must be included in the easement label
- c) If dedicating an easement by a separate instrument, identify the beneficiary of the easement leave and leave a space in the note for the document number.
- **30.** Depiction of the ultimate 4% annual chance floodplain and the ultimate 1% annual chance floodplain with unique line types. One of the following sets of notes shall be added to the plat as applicable:
  - a) If the ultimate 1% annual chance 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 floodplain."
  - b) If the ultimate 1% annual chance 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."
- **31.** For plats encroached by the ultimate 1% annual chance floodplain, and where the subject plat area is
  - a) Single family fee simple lots, show the minimum finished floor elevations (MFFE) for all lots adjacent to the floodplain;
  - b) A condo-regime lot(s), provide an exhibit of the building layout with MFFE shown for each building pad; or
  - c) A non-residential lot(s), provide ultimate 1% annual chance water surface elevations at the most upstream and most downstream locations and a note that all slab elevations shall be a minimum of two (2) feet above the ultimate 1% annual chance floodplain.
- **32.** Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend; omit depictions of the FEMA floodway.

**33.** One of the following notes shall be listed on the plat, as applicable:

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 b	y special flood haz	zard areas inundated by the
	1% annual chance flood as identified b	y the U.S. federal o	emergency management
	agency boundary map (Flood Insurance	ce Rate Map) comm	nunity panel number
	, effective date	, for	County, Texas."

**34.** 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."

- **35.** Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements contained in Part III, Zoning and Development Code, Section 4-32, City of Round Rock, Texas, 2018, as amended).
- **36.** Plat note stating: "Building setbacks shall be in accordance with Part III, Zoning and Development Code, Chapter 2, Zoning Districts and Use Regulations, City of Round Rock, Texas, 2018, as amended."
- **37.** 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."
- **38.** If applicable, a plat note stating: "Subdivision walls shall be located and constructed in accordance with Part III, Zoning and Development Code, Section 4-30, City of Round Rock, Texas, 2018, as amended."
- **39.** 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."
- **40.** If applicable, a plat note stating: "A fifteen foot (15') PUE and a ten foot (10') sidewalk easement abutting and along the street side property line is hereby conveyed for all lots abutting IH35 and SH45."
- **41.** Plat note stating:
  - a) "This plat conforms to the Concept Plan approved by the Planning and Development Services Director on [INSERT APPROVAL DATE] ."

Or:

b) "This Preliminary Plat conforms to the Concept Plan in PUD#\_\_\_\_ as approved by the City Council on [INSERT APPROVAL DATE]."



# **Affidavit of Ownership**

for Preliminary Plats

Planning & Development Services Department (PDS) 512-218-5428

THE STATE OF TEXAS	§		
COUNTY OF WILLIAMSON	§		
BEFORE ME, the undersigne	d authority, on	this day personally appeared	the undersigned
affiant, who, first duly sworn upo	n his/her oath, o	did state:	
"My name is		I am over the	e age of eighteen
years.		(the "Owner", wheth	ner one or more)
is/are the sole owner(s) of the		•	
known as			
(the "Subdivision"). I am the	Owner or auth	norized representative of the	e Owner.
		(Signature)	
		(Printed Name	<u>e)</u>
THE STATE OF TEXAS	§	(Filmod Halli	<b>∽</b> )
COUNTY OF WILLIAMSON	§		
BEFORE ME, the undersigned	ed, a notary pub	olic in and for said county and	state, on this day
personally appeared		, knowi	n to me to be the
person whose name is subscribe	ed to the forego	ing instrument.	
Given under my hand and seal o	f office on this t	the day of	, 20
NOTARY PUBLIC in and for the Sta	ite of Texas	SE	AL
My commission expires:			



# **Letter of Intent**

# for Mandatory Parkland Conveyance Parks & Recreation Department (PARD ) 512-218-5540

Planning & Development Services Department (PDS) 512-218-5428

Project name: _		
Submission level:	□ Concept Plan	□ Preliminary Plat □ Final Plat
Project acreage: _		(Proposed) Zoning:
Parkland Contri	bution	
4-69, available onlii	ne at <u>https://library.munic</u> ng parkland conveyance,	n in the Zoning and Development Code Sections 4-61 through ode.com/tx/round_rock/codes/code_of_ordinances. For further contact Park Development Mgr. Katie Baker, 512-341-3355,
Park Zone(s) for p	roposed project (refer to	Park Zone map):
Number of park ac	res required to be conve	eyed:
Number of park ac	res proposed to be con-	veyed:
Proposed park imp	provements (list):	
AND (57		
AND / OR		
Amount required to	or Fee in Lieu of Parklar	nd Conveyance: \$
Property owner	or authorized agent	
	3	
Printed Name:		Date:
Contact Person: _		
Phone:	Fax:	Email:
Approval of Inte	ent	
Park Developm	ent Manager	Date

1A	1B	1C	1D	1E	1F	1G	<b>1</b> H	11	1J	1K	1L	11M	1N	10,	-1P	1Q	1R
2A	2B	2C	2D	2E	2F	2G	2H	21	2J	2K.	2L	2M	2N	20	2P	2Q	2R
3A	3B	3C	3D	3E	3F	30	, 3H	3]	3J	3K	3L	3M	3N	30	3P	3Q	3R
4Å	4B	4C	4D	4E	4F	4 <del>0</del>	4H	4.0	4J	4K	-44. -44.	4M	4N	40	4P	4Q	4R
5A	5B	8	5D	5E	5F	5G	5H	51	5J	5K	51, i	_i <u>5M</u>	5	50	5P	5Q	5R
6A	6B	6C	6D	19	6F	6G	6H	6	- G.	6K	6L	6M	6	6 <b>0</b>	6P	6Q	6R
7A	ZB.	7C	7D	ME-	7F	7G	7H	71	7J	7K /	71	7M	- Z	70	7P	7Q	7R
8A	8B	8C	8D	8E	BE.	8G	8H	8I <sub>(7</sub>	8J	8K	8L	8M		80	8P	8Q	8R
9A	9B	9C	9D	9E	9F	91	9H	91	9J	9K	9L	9M	9 <b>4</b> -1	j	9P	9Q	9R
10A	10B	10C∜	10D	10E	10F	MG	10H	10I	10J	10K	10E	10M	#0N	100	10P	10Q	10R
11A	11B	11C	11D	11E	11F	116	11H	111	11J	11K	7 11L/	<b>ग</b> 1M	11N	110	11P	11Q	11R
12A	12B	12C	12D	12E	12F	12G	12H*	12I	12/	12K	12L	12M	12N	120	130 12P	12Q	12R
13A	13B	13C	13D	13E	13F	13 <b>G</b>	13H	131	13J	13K	13L	13M	13N	130	13P	13Q	13R

# City of Round Rock, Texas 2025 - Planning and Zoning Commission Schedule

(Gray highlight denotes 2024 and 2026 dates)							
Submittal Day	** Public Notice	1st Available	Target City Council				
12 Noon Deadline	Posting Deadline	P&Z Meeting	Meeting				
(Tuesday*)	(Friday*)	(Wednesday*)	(Thursday*)				
Nov 19	Nov 27 (Wednesday)	Dec 18	Jan 23				
	Only one meeting in January						
Dec 17	Dec 26 (Thursday)	Jan 15	Feb 27				
Jan 7	Jan 16 (Thursday)	Feb 5	Mar 13				
Jan 21	Jan 31	Feb 19	Mar 27				
Feb 4	Feb 13 (Thursday)	Mar 5	Apr 10				
	Only one mee	ting in March					
Mar 4	Mar 14	Apr 2	May 8				
Mar 18	Mar 28	Apr 16	May 22				
Apr 8	Apr 18	May 7	Jun 12				
Apr 22	May 2	May 21	Jun 26				
May 6	May 16	Jun 4	Jul 10				
May 20	May 30	Jun 18	Jul 24				
	Only one me	eting in July					
Jun 17	Jun 26 (Thursday)	Jul 16	Aug 28				
Jul 8	Jul 18	Aug 6	Sep 11				
Jul 22	Aug 1	Aug 20	Sep 25				
Aug 5	Aug 15	Sep 3	Oct 9				
Aug 19	Aug 29	Sep 17	Oct 23				
Sep 2	Sep 12	Oct 1	Nov 6				
Sep 16	Sep 26	Oct 15	Nov 20				
Oct 7	Oct 17	Nov 5	Dec 4				
Oct 21	Oct 31	Nov 19	Dec 18				
Nov 4	Nov 14	Dec 3	Jan 8				
Nov 18	Nov 26 (Wednesday)	Dec 17	Jan 22				
Dec 16	Dec 26	Jan 14	Feb 26				

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=PTIIIZODECO

### **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/