



Subdivision Development

Minor 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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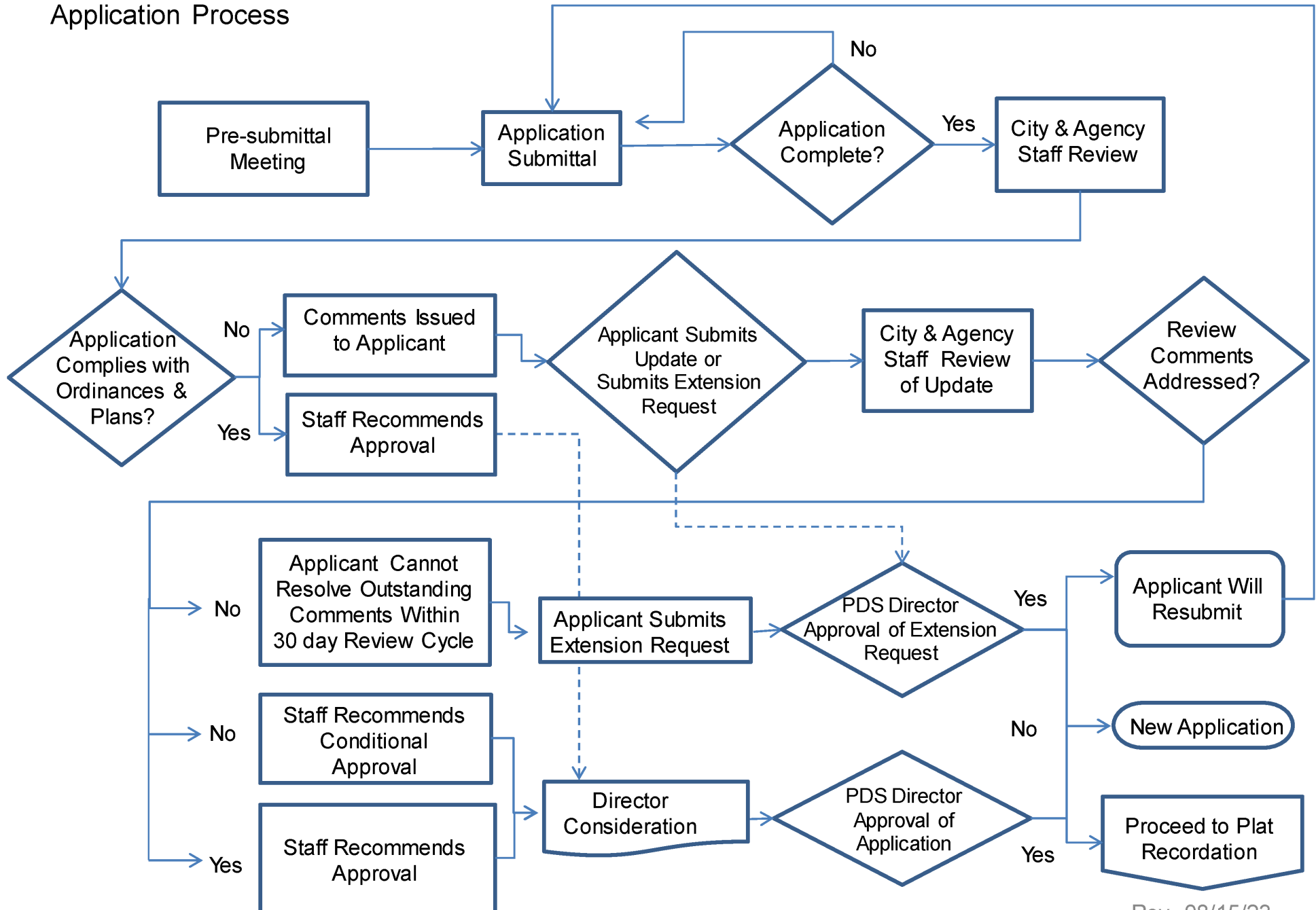
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Planning and Development Services Department
City of Round Rock, Texas

Updated September 18, 2024

Minor Plat

Application Process



Minor Subdivision Final Plat

This section of the Development Packet consists of information for Minor Subdivision Final Plat applications.

The purpose of the Minor Subdivision Final Plat is to allow for a review by Planning and Development Services (PDS) staff and to establish an approved legally recordable plat of the proposed subdivision or addition. The application is intended to expedite the platting process for qualifying subdivision by not requiring the submission and approval of a Concept Plan and Preliminary Plat.

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.

Minor Plat Review Process

An application is submitted via the [Round Rock Permit Portal](#) on the [Official Filing Date](#) and reviewed for completeness (see attached Minor Plat Application Requirements). If the application is determined to be complete, it is distributed for technical and content review (see attached Minor 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”) approves the application. Minor plats do not require subsequent City Council approval.

After approval by the Director, PDS staff will notify the Applicant of the 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 Minor Plat must be satisfied prior to recordation.

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

Application Deadlines

Applications for Minor 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 1st and 3rd Tuesday of each month. A 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 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

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

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

Presubmittal Meeting

Prior to submitting a Minor 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.

At the Presubmittal Meeting, the Applicant must demonstrate the proposal meets all the Minor Plat criteria (see request form on following page) in order to qualify for a Minor Subdivision Final Plat application.



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.

Minor Subdivision Final Plat Certification Criteria

- 1) If a Concept Plan is required, a preliminary and final plat are required, and the subdivision is not eligible for a Minor plat. See 10-26(d), Part III, Zoning and Development Code, Section 6-26, City of Round Rock, Texas, 2018, as amended, for Concept Plan requirements;
- 2) The number of proposed lots does not exceed four;
- 3) There are no requirements for additional off-site or on-site public improvements;
- 4) There is no requirement for a TIA; and
- 5) At the conclusion of the Presubmittal Meeting, obtain the signatures of the PDS director, confirming the tract of land meets the criteria provided in subsections (1) through (4) above on the certification form provided in the development packet.

Minor Subdivision Final Plat Application Requirements

- Please note that Minor 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 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 Minor 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. **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 Plat. The Abstractor's Certificate/Ownership and Lien Certificate shall be dated no earlier than thirty (30) days prior to the submission of the Minor 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** - Documents for all existing easements.
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, specifically Sections 663.13 – 663.19 which include provisions requiring 1:10,000 + 0.10 feet precision for monuments found or set within the corporate limits of any city in Texas.
8. **Aerial photo** – At the same scale as the reproducible drawing.
9. **Letter of Intent for Parkland Conveyance** - Signed Letter of Intent (must obtain signature prior to submittal of application); any required Parkland Conveyance fees will be posted with the Parks and Recreation Department prior to plat recordation;
10. **Phase I Environmental Assessment, if conveying parkland** - A current assessment (in digital format) according to federal standards, for the conveyed parkland, if acreage is proposed to be conveyed, and not provided with the Preliminary Plat;
11. **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;
12. **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;
13. **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.
Provide (.pdf) version and AutoCAD file(projectname_utilschem.dwg)

- 14. 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.
Provide (.pdf) version and AutoCAD file(projectname_drainschem.dwg)

- 15. Minor Plat** – 1 file in .pdf format, and 1 file in one of the following formats:

- a. • AutoCAD (projectname_minor.dwg),
- b. • ESRI (projectname_minor.shp),
- c. MicroStation (projectname_minor.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.);

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

Application Fee (base fee)	\$ 300.00
Legal Fee	\$ 100.00

Minor Plat Content *(must be shown on Plat)*

1. Unique Subdivision name.
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:
 - 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. Show two points of vehicular access for plats containing more than 29 dwelling units.

16. 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."
17. Dashed lines showing adjacent streets, onsite and offsite easements.
18. Street layout and right-of-way must be in accordance with the City of Round Rock Master Transportation Plan, as amended.
19. Label all ROW widths; Include complete curve and line data in a table, if applicable.
20. Streets: street names must be continuous from any adjacent subdivisions.
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. 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."
27. 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.
28. Proposed easements:
 - a) All proposed onsite and offsite easements shall be depicted with the exception of street-side Public Utility and Sidewalk Easements abutting right-of-way (see PUE note below);
 - b) If dedicating an easement by plat, provide bearing and distance calls for all proposed easements boundaries and label as "Hereby Dedicated". Identify the beneficiary and type of the easement.
 - c) If dedicating an easement by a separate instrument, identify the beneficiary of the easement and leave a space in the note for the document number.
29. Depiction of the ultimate 4% annual floodplain and ultimate 1% annual chance floodplain with unique line types.

30. One of the following set 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 chance 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. Depiction of Zone A & AE FEMA floodplain with hatching or shading defined in the legend; omit depictions of the FEMA floodway.

32. 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 floodplain 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 floodplain as identified by the U.S. federal emergency management agency boundary map (Flood Insurance Rate Map) community panel number _____, effective date _____, for _____ County, Texas.”

33. 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.

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 or SH45."
41. Plat note stating: "This plat conforms to the Preliminary Plat approved by the Planning and Development Services Director on [INSERT APPROVAL DATE] ."
42. Signed and sealed surveyor's certification.
43. Signed and sealed engineer's certification.
44. 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

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

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

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

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***)

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, Director
City of Round Rock Planning and Development Services Department

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

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, Director
City of Round Rock Planning and Development Services Department

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

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*)

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

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

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



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 Contribution

Parkland contribution requirements are given in the Code of Ordinances Sections 36-72 through 36-80, available online at https://www.municode.com/library/tx/round_rock. For further information regarding parkland conveyance, contact Park Development Mgr. Katie Baker, 512-341-3355, kbaker@roundrocktexas.gov.

Park Zone(s) for proposed project (refer to Park Zone map): _____

Number of park acres *required* to be conveyed: _____

Number of park acres *proposed* to be conveyed: _____

Proposed park improvements (list):

AND / OR

Amount required for Fee in Lieu of Parkland Conveyance: \$ _____

Property owner or authorized agent

Signature: _____

Printed Name: _____ Date: _____

Contact Person: _____

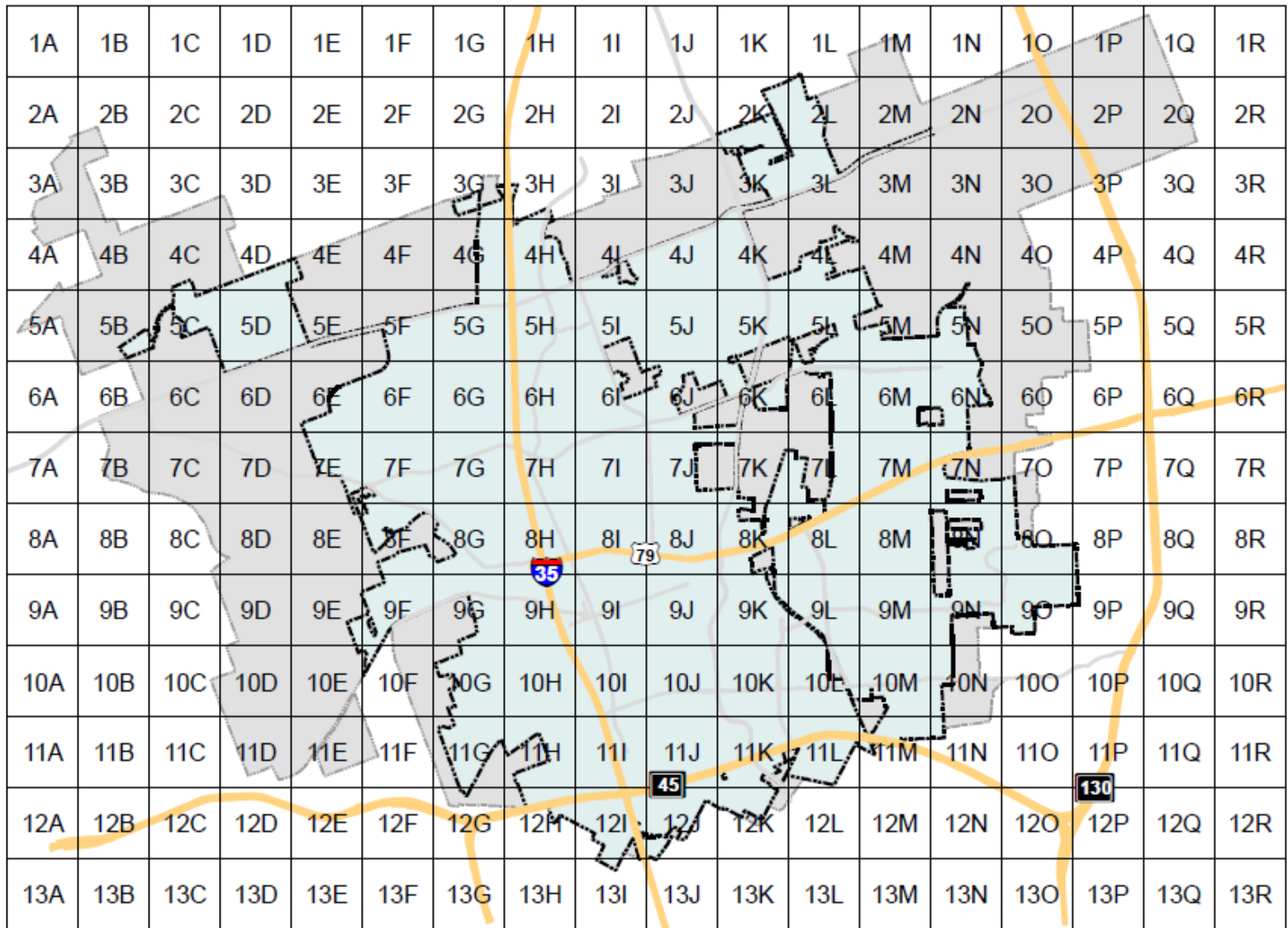
Phone: _____ Fax: _____ Email: _____

Approval of Intent

Park Development Manager

Date

Park Zones and Fees



Park Zones

385.49 acres per zone
December 2018

Parkland fees (residential):	
Single-family (SFR)	\$200.00 per acre
Single-family (SF-1)	\$1,200.00 per acre
Single-family (SF-2)	\$1,600.00 per acre
Two-family (TF)	\$2,800.00 per acre
Townhouse (TH)	\$3,200.00 per acre
Multifamily (MF-1, MF-2 and MF-3)	\$4,000.00 per acre
Senior (SR)	\$2,000.00 per acre
Parkland fees (nonresidential)	\$800.00 per acre

City of Round Rock, Texas
2026 - Planning and Zoning Commission Schedule

(Gray highlight denotes 2025 and 2027 dates)

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

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=PTIIICOR_APXA FERACH

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/>
