

Step-By-Step Process for Final/Replat Plat Process

- 1. Initial Contact-Complete Pre-Application Self Survey Form**
Discuss Platting requirements with Planning staff. Complete Pre-Application Self Survey Form and return to Planning staff. Appropriate ordinances are available at City Hall for a fee; however, many documents can be downloaded free from the City's website (<http://www.rockwall.com/Planning/index.asp>) or Municode (<http://library.municode.com/index.aspx?clientID=14830&stateID=43&statename=Texas>), including the Subdivision Regulations (Chapter 38 of the Code of Ordinances).
- 2. Pre-Application Meeting**
Meetings are held every Thursday morning. Planning staff will contact you to schedule your appointment time. See Section 1- Pre-Application Meeting for further details.
- 3. Application - Fees**
Hire Surveyor to prepare final plat and if required, Civil Engineer for preparation of engineering plans. Submit application form, fees, and required copies of plat. (See development cycle deadline and fee schedule included in this section). **Engineering plans must be submitted and approved prior to final plat application.**
- 4. Staff Review**
Development Review Committee (DRC) reviews application and plans. The purpose of the Development Review Committee (DRC) is to review site plans, plats and zoning/SUP submittals to ensure compliance with all appropriate land development regulations and consistency with the Unified Development Code and Comprehensive Plan. The DRC is composed of members of staff representing all departments within the City of Rockwall's Development Services.
- 5. Planning & Zoning Work Session**
Review and discussion by the Planning & Zoning Commission. Typically, this is also when staff provides written comments to the applicant based on the DRC meeting.
- 6. Plat Changes / Corrections**
Based on DRC and P&Z review, changes and corrections will be reviewed with the applicant or representative. Revised plans must be resubmitted the Wednesday prior to the Planning & Zoning Commission public hearing.
- 7. Planning & Zoning Public Hearing**
Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration and recommendation to the City Council. For more information on the Planning & Zoning Meeting, see Section 2-Zoning in this document.
- 8. City Council Public Hearing and Consideration**
Revised plans, staff report are sent to the City Council for consideration
- 9. Submit Mylars / File with County Clerk**
Submit mylars with appropriate signatures of owners and surveyors. See Plat filing requirements in this document.
- 10. Submit Electronic File(s)**
See Electronic Data Submittal Policy and Procedures in this document.