

## Step-By-Step Process for Master Plat

### 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. Refer to Section 1-Pre-Application Meeting for further details.

### 3. **Application - Fees**

Hire Surveyor to prepare master plat and if required, Civil Engineer for preparation of preliminary engineering plans. Submit application form, fees, and required copies of plat. (See development cycle deadline and fee schedule). **Submit Electronic File and Survey Closure Report**, see *"Electronic Data Submittals Policy and Procedures"* in this Section.

### 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.

### 8. **City Council Public Hearing and Consideration**

Revised plans, staff report are sent to the City Council for consideration

### 9. **Proceed with Preliminary Plat**

Applicant may submit application(s) for preliminary plat.

## Step-By-Step Process for Preliminary Plat

### 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. Refer to Section 1 Pre-Application Meeting or further details.

### 3. Application - Fees

Hire Surveyor to prepare preliminary plat and if required, Civil Engineer for preparation of preliminary engineering plans. Submit application form, fees, and required copies of plat. (See development cycle deadline and fee schedule). **Submit Electronic File and Survey Closure Report**, see *"Electronic Data Submittals Policy and Procedures"* in this Section.

### 4. Staff Review

Development Review Committee (DRC) reviews application and plans. The purpose of the Development Review Committee (DRC) is to review 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. (See Section 2-Zoning, for more information on the meeting format)

### 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. (See Section 2-Zoning for more information on the meeting format)

### 8. City Council Public Hearing and Consideration

Revised plans, staff report are sent to the City Council for consideration

### 9. Submittal and Approval of Engineering Plans

Final Plat application will not be accepted until full engineering plans have been submitted and approved by Engineering Department.

### 10. Proceed with Final Plat

Applicant may submit application(s) for Final plat.