

## Section 1 - Pre-Application Meeting

## Pre-Application Meeting Information

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Rockwall. To accomplish this, a Pre-Application Meeting is strongly recommended prior to submittal of any development or permit application for any of the following projects. The Planning Staff will inform you if a Pre-Application meeting is recommended.

1. Any new non-residential development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Subdivision Plat
5. Rezoning or Special Use Permit application
6. At the City's discretion, a meeting may be called for significant exterior remodeling and/or site work on non-residential properties.

### APPLICATION AND MEETING INFORMATION

Pre-Application meetings are held each Thursday morning. To be scheduled, the Self Survey form must be submitted to the Planning office by 3:00 p.m. on the preceding Friday. Planning Staff will contact you with the appointment time for your meeting. The Pre-Application meeting will be scheduled for 1 hour. Meeting times are assigned in the order that completed documents are received, beginning at 9:00 am each Thursday. If you are unable to attend on a Thursday, you may work with your case manager to make other arrangements.

If no application is submitted for your project within one year of the Pre-Application meeting, it may be necessary to hold a new Pre-Application meeting for the project.

### WHAT TO EXPECT

At the meeting, you will be provided a variety of general information regarding the City of Rockwall's development process, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. **No plans or drawings will be accepted, no markups will be made, and no approvals will be given.** Development and permit applications should be submitted to the City of Rockwall after your Pre-Application meeting.

### YOUR CASE MANAGER

A Case Manager will be assigned to your project after the initial application is made. The Case Manager will serve as the primary point of contact to assist you throughout the development process.

### WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc). Representatives of the Planning, Engineering, Fire, and Building Departments will attend the meeting. Other City of Rockwall staff members may attend if needed.

## WHAT TO BRING

It is suggested that you bring a draft concept plan with as much detail as possible to present during the pre-application conference. This will not be considered a submittal of application.

## ONLINE TOOLS

At the meeting, you will be given information about the City's development process and development web page. It is found at <http://www.rockwall.com>. This web page includes a process flow chart, links to applications, ordinances and other related documents, fees, contact information, and more.

The City also has an online project tracking system called TrakIT. Once you make your first application following your Pre-Application meeting, your Case Manager will set up your project in TrakIT. You, and any of your development team that you wish, will be sent an email with information, including a temporary password, to access your project. The TrakIT System provides 24/7 access to the progress and approvals for your project through each step of the development process including reviews and inspections.

It is not necessary for the applicant to submit the Self Survey and Checklist form, or to attend a Pre-Application meeting, in order to initiate, continue, or complete a project or permit in the City of Rockwall. Neither submission of the form, nor the Pre-Application meeting, constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.