

Development Process Guidelines

Introduction

Welcome to the City of Rockwall. We thank you for choosing Rockwall for locating your project. The need for planning, orderly growth and development is important to future development of the City of Rockwall. In order to ensure all applicants understand the development review process, the City has prepared the following packet and checklist outlining the steps necessary to make an application and proceed through the review process.

The nature of your project determines the process you will go through to obtain the necessary permits to complete your project. Simple projects may only require an over-the counter permit such as a building permit for a small shed in your backyard or a planning permit for cutting a tree or a simple sign change. All projects that require construction permits must have land use approvals through the Planning Department and building permits issued by the Building Department before any work begins. In addition, a Certificate of Occupancy must be issued before the facility may be occupied. A telephone call to the Planning Department and/or Building Department will help you determine the process needed to complete your project.

Concept Meeting

Prior to beginning the Development Process outlined in this document, you may request a concept meeting to identify and resolve any basic land use issues prior to the Pre-Application Meeting. The purpose of the initial concept meeting is to allow the City Staff to review the appropriateness of the proposed land use and zoning, to provide land use planning feedback to you, and to determine if the project should proceed into the formal submittal process. Once you begin preparing to submit an application, you would proceed with the Pre-Application Meeting.

Overview

This Development Review Guide is designed to help residents, owners, developers, and project designers understand the process for development projects in Rockwall. It will explain the step-by-step process, timeframe and permit fees for each step including:

1. Pre-application Meeting
2. Zoning Requirements
3. Preliminary Plat Requirements
4. Site Plan Requirements
5. Engineering Requirements, Permits, and associated Sub-Permits
6. Final Plat / Re-Plat Requirements
7. Building Requirements, Permits, and associated Sub-Permits

City staff is available to answer your questions or concerns as the project progresses through the process. The City of Rockwall City Place, in which Planning, Building, and Engineering Departments reside, is located at 385 South Goliad Street, Rockwall, 972-771-7700. The Fire Department Administration is located at 305 East Boydston, Rockwall, 972-771-7770, or visit us at <http://www.rockwall.com>.

We look forward to working with you to ensure your development experience in Rockwall is a pleasant one. Please visit our City web site for 24-hour information regarding City Code, permit requirements and forms, and other information regarding the development process. Specific links to pertinent information and people to contact will be provided throughout this document.

The Development Process Guidelines, and all of its attached documents, can be downloaded from the City's web site at: <http://www.rockwall.com>.

This document is a guide and does not replace, nor supersede any adopted codes, standards, ordinances, and regulations. Please refer to the applicable document for further guidance.