

## Step-By-Step Process for Site Plan

### **1. Initial Contact-Complete Pre-Application Self Survey Form**

Discuss Site Plan 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 ([www.rockwall.com/PlanningZoning](http://www.rockwall.com/PlanningZoning)), including:

- Unified Development Code
- Comprehensive Plan (Hometown 2000)
- Downtown Plan
- Subdivision Regulations

### **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**

Submit application form, fees, required drawings, legal description, explanation letter and any other additional documentation (see development cycle deadline and fee schedule).

### **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**

Preliminary 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. For site plans requiring Architectural Review, the Architectural Review Board (ARB) typically meets on the same night as the Planning & Zoning Commission work session, providing their comments and recommendations directly to the Commission. Please check with staff for any questions about Architectural Review requirements and ARB meeting information. (See Section 2-Zoning, for more information on the meeting format)

### **6. Plan Changes / Corrections**

Based on DRC and P&Z review, changes and corrections will be reviewed with the applicant or representative. Revised plans are 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. This is the final step in the process if no exceptions or waivers are being requested. All requested exceptions and waivers shall be approved the City Council. (See Section 2-Zoning, for more information on the meeting format)

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

Revised plans with any exceptions or waivers and staff report are sent to the City Council for consideration.