

## Step-By-Step Process for Zoning Change, Specific Use Permit, Planned Development Plans

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

Discuss Zoning Change, Specific Use Permit, or Planned Development 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 Municode (<http://library.municode.com/index.aspx?clientId=14830&stateID=43&statename=Texas>) or the City's website (<http://www.rockwall.com/Planning/index.asp>).

### 2. Pre-Application Meeting

Meetings are held every Thursday morning. Planning staff will contact you to schedule your appointment time. Refer to Pre-Application Meeting Packet for further details.

### 3. Application - Fees

Submit application form, fees, required drawings, legal description, explanation letter and any other additional documentation (see Zoning Application Schedule). Case manager will be assigned at this step.

### 4. Staff Review

Development Review Committee (DRC) reviews application and plans. The purpose of the 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. Legal Notification

Notices are published in the newspaper by the City Staff.

### 6. Adjacent Property Owners Notified

Staff notifies all landowners within 200' of requested zoning change or SUP (10 days prior to Planning & Zoning Public Hearing) and post signage on the property.

### 7. 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.

### 8. 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.

### 9. Planning & Zoning Public Hearing

Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration and recommendation to the City Council.

### 10. City Council Public Hearing and Consideration

Revised plans, staff report and ordinance (1st reading) are sent to the City Council for consideration

### 11. City Council 2nd Reading (typically on consent agenda)

City Council considers ordinance (2nd reading) for final approval.