



CITY OF ROCKWALL
PLANNING AND ZONING
385 SOUTH GOLIAD
ROCKWALL, TEXAS 75087
972-771-7745

SITE PLAN APPLICATION

(AS OF JUNE 2009)

Site Plan Application Schedule

The following schedule is for all new or amended Site Plans (including PD Site Plans), Building Elevations, Landscape Plans, Treescape Plans, and Photometric Plans.

Submit Application Deadline is Friday at 1:00 p.m. *(all dates subject to change)*

Application Deadline	2:00-5:00 pm "DRC" Meeting* 5:00 pm Arch. Review Board+ 6:00 pm P&Z Work Session	3:00 P.M. Revised Submittal Due	6:00 P.M. P&Z Public Hearing	6:00 P.M. City Council Meeting*
June 19, 2009	June 30, 2009	July 8, 2009	July 14, 2009	July 20, 2009
July 17, 2009	July 28, 2009	Aug 5, 2009	Aug 11, 2009	Aug 17, 2009
Aug 14, 2009	Aug 25, 2009	Sept 9, 2009	<i>Sept 15, 2009</i>	Sept 21, 2009
Sept 18, 2009	Sept 29, 2009	Oct 7, 2009	Oct 13, 2009	Oct 19, 2009
Oct 16, 2009	Oct 27, 2009	Nov 4, 2009	Nov 10, 2009	Nov 16, 2009
Nov 13, 2009	Nov 24, 2009	Dec 2, 2009	Dec 8, 2009	Dec 21, 2009
Dec 18, 2009	Dec 29, 2009	Jan 6, 2010	Jan 12, 2010	<i>Jan 19, 2010 (Tues)</i>
Jan 15, 2010	Jan 26, 2010	Feb 3, 2010	Feb 9, 2010	Feb 15, 2010
Feb 12, 2010	Feb 23, 2010	Mar 3, 2010	March 9, 2010	March 15, 2010
Mar 19, 2010	March 30, 2010	April 7, 2010	April 13, 2010	April 19, 2010
April 16, 2010	April 27, 2010	May 5, 2010	May 11, 2010	May 17, 2010
May 14, 2010	May 25, 2010	June 2, 2010	June 8, 2010	June 21, 2010
June 18, 2010	June 29, 2010	July 7, 2010	July 13, 2010	July 19, 2010
July 16, 2010	July 27, 2010	Aug 4, 2010	Aug 10, 2010	Aug 16, 2010
Aug 20, 2010	Aug 31, 2010	Sept 8, 2010	Sept 14, 2010	Sept 20, 2010
Sept 17, 2010	Sept 28, 2010	Oct 6, 2010	Oct 12, 2010	Oct 18, 2010
Oct 15, 2010	Oct 26, 2010	Nov 3, 2010	Nov 9, 2010	Nov 15, 2010
Nov 19, 2010	Nov 30, 2010	Dec 8, 2010	Dec 14, 2010	Dec 20, 2010
Dec 17, 2010	Dec 28, 2010	Jan 5, 2011	Jan 11, 2011	<i>Jan 18, 2011 (Tues)</i>

* At the Development Review Committee (DRC) meeting, staff members from all departments will provide written comments and plan mark-ups to the applicant. Staff will set aside a time (20-30 minutes) for each project on the same day as the P&Z Worksession.

+ The Architectural Review Board (ARB) reviews all site plans and building elevations for projects located in an Overlay District and/or within a Planned Development District. Project Architect strongly encouraged to attend.

City Council Review only required for Special Exception or Variance Requests.



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Dear Applicant:

The need for planning, orderly growth and development is important to future development of the City of Rockwall. In order to ensure the development review process is understood by all applicants, the City has prepared the following packet and checklist outlining the steps necessary to make application and proceed through the review process.

To ensure a smooth review for the applicant, it is recommended that a pre-application conference be held between the applicant and City staff prior to the application deadline. This allows the applicant the opportunity to receive feedback regarding a proposal prior to preparing drawings and information for submittal. The application is not considered accepted by the City until the Planning Director and City Engineer have signed the application. Once a submittal is accepted the Planning Department coordinates the development review process.

Each submittal is reviewed by the Development Review Committee comprised of representatives from development related departments of the City. This group reviews each application to assure compliance with City ordinances and makes recommendations based on good planning principles and practices. Based on this review, the Planning Department will notify the applicant of staff comments that need to be addressed.

Please review the information provided in the attached packet carefully. It is recommended that applicants become familiar with all ordinances that apply to development in the City. As you prepare your drawings and information for submittal, please feel free to contact the Planning Department staff at (972) 771-7745 to assist you in preparing a complete application package.

Sincerely,

Robert LaCroix

Director of Planning



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SITE PLAN APPLICATION

- | | |
|-------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Landscape |
| <input type="checkbox"/> Treescape | <input type="checkbox"/> Building Elevations |
| <input type="checkbox"/> Photometric / Lighting Plan | |
| <input type="checkbox"/> Material Samples / Color Rendering | |

Property Information

Addition Name:		Address / Location:	
Lot(s):	Block:	Current Zoning:	
# of Acres:	# of Lots:	# of Units:	

Applicant Information

Name:		Company:	
Mailing Address:			
City:		State:	Zip:
Phone:	Fax:	Email:	

Owner Information

Name:		Company:	
Mailing Address:			
City:		State:	Zip:
Phone:	Fax:	Email:	

Site Plan Application Submittal Requirements

Submit the following items (when applicable)	1st Submittal w/ application for DRG / ARB / P&Z Work Session	2nd Submittal w/ revisions for P&Z
<input type="checkbox"/> Submittal Fee	See Fee Schedule (attached)	
<input type="checkbox"/> Site Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11"
<input type="checkbox"/> Treescape Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11"
<input type="checkbox"/> Landscape Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11"
<input type="checkbox"/> Photometric Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11"
<input type="checkbox"/> Building Elevations	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11"
<input type="checkbox"/> Building Samples / Color Rendering Check w/ planning staff		N/A

The application is not considered accepted by the City until the Planning Director and City Engineer have signed below.

 City Engineering Signature

 Planning Director Signature

P&Z Case No:

ADMINISTRATIVE SITE PLAN APPROVAL

- ✚ In limited circumstances, as allowed by the Unified Development Code, a site plan application may be approved “administratively” by City Staff. To be eligible for administrative approval, the subject tract must NOT have “PD” Planned Development zoning and must NOT be located within any Overlay district.
- ✚ While there is no formal application deadline and the approval process is typically faster for an “administrative” site plan, that approval is often contingent on other applications (platting, engineering, etc).
- ✚ The application fee for administrative site plans shall be the same as other site plans (*see attached fee schedule*).
- ✚ Only four (4) copies of each required drawing are necessary with the initial submittal.

APPLICATION FEE SCHEDULE (RES. NO. 05-22)

Zoning Application Fees

• Zoning Change (Including SUP and PD requests)	\$200 + \$15/Acre*
• PD Development Plans (if required)	\$200 + \$15/Acre*
• PD Site Plans	\$250 + \$20/Acre*

Platting Application Fees

• Master Plat	\$100 + \$15/Acre*
• Preliminary Plat	\$200 + \$15/Acre*
• Final Plat	\$300 + \$20/Acre*
• Replat	\$300 + \$20/Acre*
• Amending or Minor Plat	\$150
• Plat Reinstatement Request	\$100
• Filing Fees (Invoiced at time of filing)	Actual Cost

Site Plan Application Fees

• Site Plan (Incl. Elevations, Landscaping, Tree Plan, etc)	\$250 + \$20/Acre*
• Amended Site Plan, Elevations or Landscaping Plan	\$100

Other Fees

• Tree Removal Application	\$75
• Front Yard Fence Application	\$75 (+ Bldg Permit)
• Zoning Verification Letter	\$25
• Applicant Appearance Fee	\$250

***In determining the fee, please use the exact acreage when multiplying by the per acre amount. For requests on less than one acre, only the “base fee” is required.**



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DEVELOPMENT REVIEW COMMITTEE CONTACTS

CITY STAFF NUMBERS

Robert LaCroix	Director of Planning	972-771-7745	rlacroix@rockwall.com
Michael Hampton	Planning Manager	972-771-7745	mhampton@rockwall.com
Chris Spencer	Senior Planner	972-771-7745	cspencer@rockwall.com
David Gonzales	Planning Technician	972-771-7745	dgonzales@rockwall.com
Irene Hatcher	Planning Coordinator	972-771-7745	ihatcher@rockwall.com
Chuck Todd	City Engineer	972-771-7746	ctodd@rockwall.com
Amy Williams	Engineer	972-771-7746	awilliams@rockwall.com
Mark Poindexter	Fire Chief	972-771-7770	mpoindexter@rockwall.com
Ariana Hargrove	Fire Marshal	972-771-7770	ahargrove@rockwall.com
Jeffrey Widmer	Building Official	972-771-7709	jwidmer@rockwall.com
John Ankrum	Plans Examiner	972-771-7709	jankrum@rockwall.com
John Shannon	Sr Building Inspector	972-771-7709	jshannon@rockwall.com
Brad Griggs	Dir. Parks of Recreation	972-771-7740	bgriggs@rockwall.com
Andy Hesser	Parks & Rec. Manager	972-771-7740	ahesser@rockwall.com
	Fax Number	972-771-7748	

OTHER CONTACTS

Prior to filing an application with the City of Rockwall the applicant should contact the companies listed below to discuss service and easement needs.

RISD	Greg Carver	972-771-0605	gcarver@rockwallisd.org
Atmos (Gas)	Dinah Wood	972-485-6277	dinah.wood@atmosenergy.com
Farmer's Electric (FEC)	Lori Honeycutt	903-453-0513	lhoneycutt@fecedelectric.com
Oncor Electric	Russell Lewis	972-569-6310	russell.lewis@oncor.com
AT&T	Carolyn Anderson	903-457-2092	carolyn.anderson@att.com
Charter Comm. (Cable)	Wayne Carter	817-509-6272 x6896	wcarter@chartercom.com
TXDOT	Brenda Callaway	972-962-3617	bcallaw@dot.state.tx.us

SITE PLAN CHECK LIST

Total lot or site area - if the site is part of a larger tract include a key map showing entire tract and location of site being planned

Location, dimensions, and size of all existing and planned structures on the subject property and approximate locations of structures adjoining property within 100 ft.

Location and type of landscaping, lighting, fencing and/or screening of yards and setback areas

Amount of impervious area vs. landscape / open space area provided and required (as per zoning district)

Location and dimensions of ingress / egress

Location, number and dimensions of off-street parking & loading facilities (provided and required)

Height of all structures

Proposed uses of all structures

Location and types of all signs, including lighting and height

Location and screening details of trash facilities

Location(s) of proposed and existing fire hydrants.

Street names of proposed streets

Reviewed plans with electric, gas, cable, and phones companies

Location of proposed and existing utilities

Elevation drawings citing proposed exterior finish materials and proposed structural materials

Lighting / Photometric Plan

Landscape / Treescape plan

BUILDING ELEVATIONS CHECK LIST

Specifications and description of all proposed building materials, on all proposed buildings.

On **each** façade / elevation, indicate percentage of **ALL** building materials proposed, excluding doors & windows.

Sample board for all building materials, with each material clearly labeled with manufacturer, color, etc.

Indicate overall height of proposed structure (s).

Indicate roofing materials, colors, etc.

Dimension all elements of building, including vertical and horizontal articulation(s).

EXTERIOR LIGHTING CHECK LIST

Show lighting levels in foot-candles (FC) measured throughout site and extended to all property lines of subject property. Maximum level of 0.2-FC measured at all property lines?

Show locations of all exterior lighting, including pole mounted, wall-mounted, signage, etc.

Indicate overall mounting height of all proposed light fixtures.

Indicate wattage of all light sources.

Provide elevation drawings and/or cut-sheets of proposed light fixtures on/with photometric plan.

LANDSCAPE PLAN CHECK LIST

Date, scale, north point, and names, addresses, and telephone numbers of both the property owner and the person preparing the plan

Project name, street address, and lot and block description

Location of existing boundary lines and dimensions of the lot, street address, approximate centerline of existing water courses and the location of significant drainage features; and the location and size of existing and proposed streets and alleys, utility easements, driveways and sidewalks on or adjacent to the lot

Locations and dimensions of proposed landscape buffer strips

Complete description of plant materials shown on the plan, including names, locations, qualities, container or caliper sizes at installation, heights, spread, and spacing. The location and type of all existing trees on the lot over six inches in caliper must be specifically indicated

Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area to be provided internal to parking areas, the total square footage included in the parking area, and the number and location of required off-street parking and loading spaces

Location and description, by type and size, of existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and drip line of said trees shall be protected prior to and during all construction, including all dirt work

Size, height, location, and material of proposed seating, lighting, planter's sculptures, water features and landscape paving and other site amenities

Identification of visibility triangles on the lot for all driveway intersections and public streets

Location of proposed and existing utilities

Landscape table with calculation of landscaped area provided

Location and size of all existing and planned structures on the subject property

Trees must be planted at least five feet from water, sewer and storm sewer lines.

TREESCAPE PLAN CHECK LIST

Date, scale, north point, and names, addresses, and telephone numbers of both the property owner and the person preparing the plan

Project name, street address, and lot and block description

Location of all existing or proposed structures, or building pads as shown on the grading plan and all improvements properly dimensioned and referenced to property lines.

Setback and yard requirements

Existing and proposed site elevations, grades, major contours and limits of construction

Location of existing or proposed utilities and easements

Location and description, by type and size, of existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and drip line of said trees shall be protected prior to and during all construction, including all dirt work

Location of all protected trees (4" or larger), trees to be removed from the site and the proposed locations of all replacement trees.

Table showing inches of trees being removed and replaced

PLANNING & ZONING COMMISSION
MEETING INFORMATION

The City of Rockwall Planning & Zoning Commission has two meetings per month. It is imperative that you or your representatives attend both meetings to answer questions the Commission may have. Failure to attend these meetings may delay the application.

The first meeting is the Planning & Zoning work session. This informal meeting gives the Commission an opportunity to review the request, ask questions of the applicant and recommend any changes at this meeting. As part of the regular development cycle, no action is taken at the work session 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.

The second meeting is the Planning & Zoning regular meeting / public hearing. This is a formal meeting where action is taken on the application. As a part of the decision making process, the Commission may receive comments during the meeting from the applicant and those interested in issues affecting the City. To ensure that the meeting proceeds in an orderly manner the Commission generally follows the format below.

The Chairman will call the Commission to order.

The minutes of the proceeding meeting shall be submitted for approval.

The Chairman shall direct attention to the items on the agenda.

The Commission will receive summary comments from the City Planner.

The Chairman will declare the public hearing open if the item is a public hearing.

The Chairman will announce time for the applicant/representative to come forward to make comments and answer questions regarding the application.

At this time, the applicant/representative should address the Commission from the podium. Clearly state name and address for the record and proceed with comments.

The applicant / representative should be prepared to present sufficient documentation and evidence to justify the proposal.

For public hearings, the Chairman will then call on those present who wish to speak to the Commission regarding the proposal. This allow others interested persons the opportunity to address the Commission with any questions or concerns regarding the proposal.

For those agenda items that are not public hearings, the Chairman will decide if public comments are taken.

The Chairman will declare the public hearing closed.

The Commission will take action on the proposal.

DEVELOPMENT REVIEW COMMITTEE
MEETING INFORMATION

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. It may be in the applicant's interests to contact DRC members prior to submission of their application. Those numbers are listed within this packet.

ARCHITECTURAL REVIEW BOARD (ARB)
MEETING INFORMATION

Review by this Board is required if the subject project lies within any Planned Development or Overlay District (Scenic Overlay, SH 66, I-30, SH 205, FM 549, SH 276, etc). The ARB will generally hold their meeting the same evening as the Planning & Zoning Commission Work Session, providing their recommendation directly to the Commission and applicant.

Additional information may be required for site plans in an Overlay district, including but not limited to, building materials / color samples, color elevations, artistic renderings, etc. Check with Planning Staff prior to submittal.

City of Rockwall Site Plan Process

