



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

# PLATTING APPLICATION

## Platting Application Schedule

The following schedule is for all Master Plats, Preliminary Plats, Final Plats, and Replats.

Engineering Plans must be submitted AND approved PRIOR TO final plat application!

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

| Development Application Deadline | 6:00 P.M. P&Z Work Session+ | 6:00 P.M. Park Board Meeting* | 3:00 P.M. Revised Submittal Due | 6:00 P.M. P&Z Public Hearing | 6:00 P.M. City Council Meeting |
|----------------------------------|-----------------------------|-------------------------------|---------------------------------|------------------------------|--------------------------------|
| Dec 16, 2011                     | <i>Dec 27, 2011</i>         | Jan 3, 2012                   | Jan 4, 2012                     | Jan 10, 2012                 | <i>Jan 17, 2012 (Tues)</i>     |
| Jan 20, 2012                     | Jan 31, 2012                | Feb 7, 2012                   | Feb 8, 2012                     | Feb 14, 2012                 | Feb 20, 2012                   |
| Feb 17, 2012                     | Feb 28, 2012                | Mar 6, 2012                   | Mar 7, 2012                     | Mar 13, 2012                 | Mar 19, 2012                   |
| Mar 16, 2012                     | Mar 27, 2012                | Apr 3, 2012                   | Apr 4, 2012                     | Apr 10, 2012                 | Apr 16, 2012                   |
| Apr 13, 2012                     | Apr 24, 2012                | May 1, 2012                   | May 2, 2012                     | May 8, 2012                  | May 21, 2012                   |
| May 18, 2012                     | May 29, 2012                | Jun 5, 2012                   | Jun 6, 2012                     | Jun 12, 2012                 | Jun 18, 2012                   |
| Jun 15, 2012                     | Jun 26, 2012                | Jul 3, 2012                   | Jul 5, 2012                     | Jul 10, 2012                 | Jul 16, 2012                   |
| Jul 20, 2012                     | Jul 31, 2012                | Aug 7, 2012                   | Aug 8, 2012                     | Aug 14, 2012                 | Aug 20, 2012                   |
| Aug 17, 2012                     | Aug 28, 2012                | <i>Sep 5, 2012 (Wed)</i>      | Sep 5, 2012                     | Sep 11, 2012                 | Sep 17, 2012                   |
| Sep 14, 2012                     | Sep 25, 2012                | Oct 2, 2012                   | Oct 3, 2012                     | Oct 9, 2012                  | Oct 15, 2012                   |
| Oct 19, 2012                     | Oct 30, 2012                | Nov 6, 2012                   | Nov 7, 2012                     | Nov 13, 2012                 | Nov 19, 2012                   |
| Nov 16, 2012                     | Nov 27, 2012                | Dec 4, 2012                   | Dec 5, 2012                     | Dec 11, 2012                 | Dec 17, 2012                   |
| Dec 14, 2012                     | <del>Dec 25, 2012</del>     | <i>Jan 2, 2013 (Wed)</i>      | Jan 2, 2013                     | Jan 8, 2013                  | <i>Jan 22, 2013 (Tue)</i>      |
| Jan 18, 2013                     | Jan 29, 2013                | Feb 5, 2013                   | Feb 6, 2013                     | Feb 12, 2013                 | Feb 18, 2013                   |
| Feb 15, 2013                     | Feb 26, 2013                | Mar 5, 2013                   | Mar 6, 2013                     | Mar 12, 2013                 | Mar 18, 2013                   |
| Mar 15, 2013                     | Mar 26, 2013                | Apr 2, 2013                   | Apr 3, 2013                     | Apr 9, 2013                  | Apr 15, 2013                   |
| Apr 19, 2013                     | Apr 30, 2013                | May 7, 2013                   | May 8, 2013                     | May 14, 2013                 | May 20, 2013                   |
| May 17, 2013                     | May 28, 2013                | Jun 4, 2013                   | Jun 5, 2013                     | Jun 11, 2013                 | Jun 17, 2013                   |
| Jun 14, 2013                     | Jun 25, 2013                | Jul 2, 2013                   | Jul 3, 2013                     | Jul 9, 2013                  | Jul 15, 2013                   |

+ As necessary, plat submittals will also be reviewed at the **Development Review Committee (DRC) meeting**, where 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 (typically between 2:00 and 5:00 pm).

\*All **Residential Plats** are subject to **Park Board** review, and applicants are **required** to attend the Park Board meeting. Contact Brad Griggs at (972) 771-7761 after submission of preliminary and/or final plat to discuss parkland issues and verify meeting dates.

**Minor Plats** and **Amending Plats** to be approved by staff can be submitted at any time. Please contact staff to discuss requirements and procedures for administrative approval.



# CITY OF ROCKWALL

PLANNING AND ZONING

385 SOUTH GOLIAD

ROCKWALL, TEXAS 75087

972-771-7745

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. The City's Development Process website (<http://www.rockwall.com/DevelopmentServices/index.asp>) is also a great resource for applicants and consultants to fully understand each step of the process as well as the requirements for each submittal.

To ensure a smooth review for the applicant, it is recommended that a pre-development meeting be held with 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, a case manager from 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 and Zoning department staff at (972) 771-7745 to assist you in preparing a complete application package.

Sincerely,

***Robert LaCroix***

Director of Planning and Zoning



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**PLANNING AND ZONING**  
**385 SOUTH GOLIAD**  
**ROCKWALL, TEXAS 75087**  
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| <b>PLATTING APPLICATION</b>             |  |
|---|--|
| <input type="checkbox"/> Master Plat    | <input type="checkbox"/> Preliminary Plat          |
| <input type="checkbox"/> Final Plat     | <input type="checkbox"/> Replat                    |
| <input type="checkbox"/> Vacation Plat  | <input type="checkbox"/> Administrative/Minor Plat |
| <input type="checkbox"/> Treescape Plan | <input type="checkbox"/> Landscape Plan            |

**Property Information**

|                |            |                     |                  |
|----------------|------------|---------------------|------------------|
| Addition Name: |            | Address / Location: |                  |
| Lot(s):        | Block:     | Current Zoning:     | Proposed 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:   |  |

*I waive the statutory time limit for plat approval in accordance with Section 212.009 of the Local Government Code*

\_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who stated the information on this application to be true:

"I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; all information submitted herein is true and correct; and the application fee of \$ \_\_\_\_\_, to cover the cost of this application, has been paid to the City of Rockwall on This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

*Applicant Signature*

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_ My Commission Expires

\_\_\_\_\_ Notary Public in & for the State of Texas

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

\_\_\_\_\_ City Engineering Signature

\_\_\_\_\_ Planning Director Signature

|                         |
|-------------------------|
| <b>P&amp;Z Case No:</b> |
|-------------------------|

# PLAT APPLICATION SUBMITTAL REQUIREMENTS

| Items Necessary for Plat Review                         | 1 <sup>st</sup> Submittal (Application) for DRC / P&Z Work Session                                 | 2 <sup>nd</sup> Submittal (Revisions) for P&Z and Council  |
|---|--|--|
| <input type="checkbox"/> Submittal Fee                  | See Fee Schedule (attached)  | N/A  |
| <input type="checkbox"/> Minor / Amending Plat          |  |  |
| <input type="checkbox"/> Master Plat                    | Four (4) large (18" x 24") <u>folded</u> copies + one (1) PDF / digital copy of each required plat | Four (4) large (18" x 24") <u>folded</u> copies + One (1) PDF / digital copy of each revised plan(s) |
| <input type="checkbox"/> Preliminary Plat               |  |  |
| <input type="checkbox"/> Final Plat                     |  |  |
| <input type="checkbox"/> Replat                         |  |  |
| <input type="checkbox"/> Vacation Plat                  |  |  |
| <input type="checkbox"/> Treescape Plan (if applicable) | Four (4) large (24" x 36") <u>folded</u> copies + One (1) PDF / digital copy of each required plan | Four (4) large (24" x 36") <u>folded</u> copies + One (1) PDF / digital copy of each revised plan(s) |
| <input type="checkbox"/> Landscape Plan (if applicable) |  |  |
| <input type="checkbox"/> Plat Reinstatement Request     | Check w/ Planning staff  | N/A  |

**Pre-Dev. Meeting** The applicant is strongly encouraged to schedule a pre-development meeting with City Staff prior to submittal.

**Engineering Plans** Contact Engineering Dept. at (972) 771-7746 to determine if required. **ENGINEERING PLANS MUST BE SUBMITTED AND APPROVED PRIOR TO FINAL PLAT APPLICATION!**

**Treescape Plan** A treescape plan (and landscape plan?) is required to be submitted at the time of preliminary plat and/or final plat.

**Final Plats** Final Plats must be filed with the County Clerk within 180 days of approval by City Council.

**Filing Fees** The applicant will be invoiced for actual fees charged by the Rockwall County Clerk office.

### **House Bill 1563, Effective September 1, 1999:**

Requires An Original Tax Certificate From Each Taxing Unit (Indicating No Delinquent Ad Valorem Taxes Are Owed On The Property) to be attached to all Final Plats and replats.

Tax Certificates for **each** unique parcel of land within the proposed plat shall be obtained from each of the following taxing entities:

|                                     |                      |                |
|-------------------------------------|----------------------|----------------|
| Rockwall County Tax Office          | 101 S. Fannin Street | (972) 882-0350 |
| Rockwall Central Appraisal District | 841 Justin Road      | (972) 771-2034 |

## **MASTER PLAT STEPS**

### **Initial Contact**

Discuss platting requirements with City staff. Obtain application packet. The applicant or representative should become familiar with City ordinances. See Subdivision Ordinance, Section 24-7, for detailed information relative to Master Plats. (*Appropriate ordinances are available for a fee, or can be downloaded on the City's website at [www.rockwall.com/planning](http://www.rockwall.com/planning)*)

### **Pre-Development Meeting**

Prior to submitting any proposed plat, the applicant is encouraged to meet with City Staff to review and comment on a general plan for the development of property, including the layout of streets, lots, open space, sites for public facilities and utilities.

### **Prepare Master Plat for Submittal**

Hire Surveyor to prepare master plat and if required, Civil Engineer for preparation of preliminary engineering plans.

### **Application - Fees**

Submit application form, fees and required copies of plat.

### **Submit Electronic File and Survey Closure Report**

See "*Electronic Data Submittals Policy and Procedures*" on Page 10 of this application packet.

### **Staff Review (DRC)**

Staff reviews submitted plat and plans with applicants. Written comments to be provided to applicant(s) at this meeting.

### **Planning & Zoning Work Session**

Review and discussion by Planning & Zoning Commission.

### **Plat Changes / Corrections**

Based on staff review, changes and corrections will be reviewed with the applicant or representative. Revised plans must be resubmitted in electronic (e.g. PDF) format the Wednesday prior to the Planning & Zoning Commission public hearing.

### **Planning & Zoning Commission Public Hearing**

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

### **City Council Consideration**

Revised plans and staff reports are sent to the City Council for consideration.

### **Proceed With Preliminary Plat**

Applicant may submit application(s) for preliminary plat.

## **MASTER PLAT CHECK LIST**

Names and addresses of the subdividers, record owner, land planner, engineer and / or surveyor.

Proposed name of the subdivision.

Location in relation to the rest of the city and boundaries of proposed subdivision.

A schematic layout of the entire tract to be subdivided, any remainder tracts and its relationship to adjacent property and existing adjoining developments.

Proposed major categories of land use showing existing and proposed zoning.

Proposed number of dwelling units and population densities.

Proposed and existing arterials and collector streets to serve the land to be platted consistent with the Thoroughfare Plan or proposed amendments.

Location of proposed sites for parks, schools and other public uses as consistent with those shown in the comprehensive plan.

Significant natural drainage features including drainage courses and wooded areas, as delineated on USGS topographic maps or on any other topographic maps showing equivalent information.

Significant man-made features such as railroad, roads, buildings, utilities or other physical structures as shown on USGS topographic maps, utility company records and city records when such features affect the plan.

Proposed dedication of land or rights of way for and construction of public improvements, whether on site or off site, intended to serve each proposed phase of the subdivision.

Designation of each phase of development within the subdivision, the order of development, and a schedule for the development of each phase of the master plat.

A detailed statement of how the proposed subdivision will be served by water, wastewater, roadway and drainage facilities that have adequate capacity to serve the development.

## **PRELIMINARY PLAT STEPS**

### **Initial Contact**

Discuss platting requirements with City staff. Obtain application packet. The applicant or representative should become familiar with City ordinances. (*Appropriate ordinances available for a fee, or can be downloaded on the City's website at [www.rockwall.com/planning](http://www.rockwall.com/planning)*)

### **Pre-Development Meeting**

Prior to submitting any proposed plat, the applicant is encouraged to meet with City Staff to review and comment on a general plan for the development of property, including the layout of streets, lots, open space, sites for public facilities and utilities.

### **Prepare Preliminary Plat for Submittal**

Hire Surveyor to prepare plat and if required, Civil Engineer for preparation of preliminary engineering plans.

### **Application - Fees**

Submit application form, fees and required copies of plat.

### **Submit Electronic File and Survey Closure Report**

See "*Electronic Data Submittals Policy and Procedures*" on Page 10 of this application packet.

### **Staff Review (DRC)**

Staff reviews submitted plat and plans with applicants. Written comments to be provided to applicant(s) at this meeting.

### **Planning & Zoning Work Session**

Review and discussion by Planning & Zoning Commission.

### **Plat Changes / Corrections**

Based on staff review, changes and corrections will be reviewed with the applicant or representative. Revised plans must be resubmitted in electronic (e.g. PDF) format the Wednesday prior to the Planning & Zoning Commission public hearing.

### **Planning & Zoning Commission Public Hearing**

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

### **City Council Consideration**

Revised plans and staff reports are sent to the City Council for consideration.

### **Submittal and Approval of Engineering Plans**

Final Plat application will not be accepted until full engineering plans have been submitted and approved by City Engineer.

### **Proceed With Final Plat**

Applicant may submit application for final plat.

## **PRELIMINARY PLAT CHECK LIST**

Proposed name of the subdivision.

Location in relation to the rest of the city and boundaries of proposed subdivision.

Names of record owner, subdivider, land planner/engineer, surveyor, etc

Date of plat preparation, scale and north point

Subdivision boundary lines and approximate acreage

Identification of each lot and block by number or letter

Dimensions, names and description of all public right-of-ways, improvements, easements, parks and open spaces, both existing and/or proposed. Locate and identify existing and/or proposed median openings and left turn channelization

Proposed land uses, and existing and proposed zoning categories

Typical lot size; lot layout; smallest lot area; number of lots

Building set-back lines adjacent to street

Topographical information and physical features to include contours at 2' intervals, outlines of wooded areas, drainage areas and 50 & 100 year flood limit lines, if applicable

Location of City Limits, contiguous or within plat area.

Location and sizes of all existing & proposed utilities

All proposed storm drainage with sizes if applicable

Intended water sources and sewage disposal method whether inside City Limits or in extraterritorial jurisdiction

Recorded owners of contiguous parcels of subdivided land; names and lot pattern of contiguous subdivisions; approved concept plans or preliminary plats

The approximate location, dimension and description of all existing or proposed lots and blocks, right-of-ways and easements, parks and open spaces. Specifically indicate how the proposed improvements would relate to those in the surrounding area.

Review plans with franchise utility companies.

## FINAL PLAT / REPLAT STEPS

### **Initial Contact**

Discuss Platting requirements with City staff. Obtain application. The applicant or representative should become familiar with all City ordinances. (*Appropriate ordinances are available for a fee, or can be downloaded free on the City's website at [www.rockwall.com/planning](http://www.rockwall.com/planning)*)

### **Prepare Final Plat for Submittal**

Hire Surveyor to prepare plat and if required, Civil Engineer for preparation of engineering plans. **Engineering plans must be submitted and approved prior to final plat application.**

### **Pre-Development Meeting**

Set up informal pre-submittal meeting with Planning staff to check adequacy of documents. Revise as needed prior to submittal.

### **Application - Fees**

Submit application form, fees and required copies of plat.

### **Staff Review (DRC)**

Staff reviews submitted plat and plans. Written comments to be provided to applicant(s) at this meeting.

### **Planning & Zoning Work Session**

Review and discussion by Planning & Zoning Commission.

### **Plat Changes / Corrections**

Based on staff review, changes and corrections will be reviewed with the applicant or representative. Revised plans must be resubmitted in electronic (e.g. PDF) format the Wednesday prior to the Planning & Zoning Commission public hearing.

### **Planning & Zoning Public Hearing**

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

### **City Council Consideration**

Revised plans and staff reports are sent to the City Council for consideration.

### **Submit Mylars / File with County Clerk**

Submit mylars with appropriate signatures of owners and surveyors. See Plat Filing Requirements →

### **Submit Electronic File(s)**

See "*Electronic Data Submittals Policy and Procedures*" on Page 10 of this application packet.

## FINAL PLAT / REPLAT CHECK LIST

Title or name of development, written and graphic scale, north point, date of plat, and key map

Location of the development by City, County and State

Location of development tied to a Rockwall monument, Texas highway monument or other approved benchmark

Accurate boundary survey and property description with tract boundary lined by heavy lines

Accurate plat dimensions with all engineering information necessary to reproduce plat on the ground

Approved name and right-of-way width of each street, both within and adjacent to the development

Locations, dimensions and purposes of any easements or other right-of-way

Identification of each lot or site and block by number and letter and building lines

For each lot indicate square footage of lot or provide calculation sheet

Indicate acreage and number of lots for development

Record owners of contiguous parcels of subdivided land, names and lot patterns of contiguous subdivisions, approved Concept Plans, reference recorded subdivision plats or adjoining platted land by record name and by deed record volume and page

Boundary lines, dimensions and descriptions of spaces to be dedicated for public use of the inhabitants of the development

Appropriate plat wording (SEE ATTACHED)

Designation of the entity responsible for the operation and maintenance of any commonly held property and a waiver releasing the City of such responsibility, a waiver releasing the City for damages in establishment or alteration of graded (SEE PLAT WORDING)

Statement of developer responsibility for storm drainage improvements (SEE PLAT WORDING)

Instrument of dedication or adoption signed by the owners (SEE PLAT WORDING)

**FINAL PLAT / REPLAT CHECK LIST**  
**(CONTINUED)**

Space for signatures attesting approval of the Plat. (SEE PLAT WORDING)

Seal and signature of the surveyor responsible for the surveying the development and/or the preparation of the Plat (SEE PLAT WORDING)

Compliance with all special requirements developed in preliminary plat review

Statements indicating that no building permits will be issued until all public improvements are accepted by the City (SEE PLAT WORDING)

Attach copy of any proposed deed restrictions for proposed subdivision

Reviewed plans with electric, gas, cable and phone companies

Applicant understands the plat must be filed with the County Clerk within 180 days of approval or the plat will be considered invalid

**PLAT FILING REQUIREMENTS**

**It is the Applicant's responsibility to provide the City with the necessary information to file the Plat**

Once the plat or replat is approved by the City Council, the applicant is responsible for providing the City staff with the appropriate plat information necessary to file the plat with the County Clerk.

If a final plat or replat is not filed with the County Clerk **within 180 days** of the City Council approval date, the plat is considered void. If the plat is voided it must be re-approved by the Planning & Zoning Commission and City Council.

**Three signed mylars with current Tax Certificates must be submitted for plat to be filed.** These three mylars must be turned in to the Planning department on or before pre-construction. **Construction can not begin and building permits will not be issued until mylars of the plat are in the possession of the City.**

Once the City receives the proper documents, City staff will obtain the necessary City signatures and the City will be responsible for filing the plat. In order to allow sufficient time to obtain City signatures, (*Mayor, Planning & Zoning Commission, City Secretary and City Engineer*) the applicant should provide the plats to the City staff within 150 days of the City Council approval date. Failure to provide the necessary plat to the City within 150 days may result in the plat not being filed within the 180 day time period. Listed below are the steps required for plat filing after the plat is approved by the City Council.

Make any necessary changes to the plat if approval was conditional.

Staff will obtain the signature of the Mayor, Planning & Zoning Commission, and the City Secretary.

City Staff will file the plat with the County Clerk.

**If the plat / replat is not filed with the County Clerk within 180 days of approval of the City Council, the plat is VOID.**

The applicant will be invoiced for all filing and recording fees charged by the Rockwall County Clerk's office. **To expedite the filing process, staff recommends that a check for the filing fees made payable to the Rockwall County Clerk be submitted with the mylars and tax certificates.** To determine the appropriate filing fee, please contact Planning staff at (972) 771-7745.

**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 is an informal meeting that 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.

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 Planning Staff.

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 any persons 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, regarding the proposal.

At this time the Commission shall take action on the proposal.

The next step is to attend the City Council Meeting (*see schedule for dates*)

**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.

## **Electronic Data Submittals**

### Policy and Procedures

**Policy** It is the goal of the **City of Rockwall Geographic Information Systems Division** to efficiently and accurately incorporate new data into the City's GIS system. Land development, engineering, and surveying entities have embraced digital technologies in their respective professional communities, thus resulting in a valuable source for data. Rockwall GIS intends to utilize this data. For such an effort to succeed, standards must be implemented to allow CAD data to be integrated into the GIS while preserving the referential and positional accuracy of the original measurements.

**Procedure:** The following is required with all plat submittals;

- **1** Autocad **.dwg** or **.dxf** or ESRI **.shp** file.
- **1** Survey boundary **closure report**

*Projected coordinate system name:*        **NAD1983 State Plane Texas North Central FIPS 4202**  
*Geographic coordinate system name:*    **GCS North American 1983**  
*Map Projection Name:*                    **Lambert Conformal Conic**  
*Planar Distance Units:*                   **US Survey Feet**

**Please tie all surveys to the state plane coordinate system.**

- Autodesk Autocad .dwg format version 14-2006+ or a .dxf format
- ESRI .shp format must also include associated dbf, shx, files
- No polylines or annotation shall be stored in blocks. Explode all blocks that do exist. (Block references migrate to GIS as a single point at the block's insertion point).
- No annotation shall be included in any feature layer and no feature shall be included in any annotation layer. Annotation for each layer shall be placed in annotation layers
- Drawing features shall include layer names. Systems using numbered levels, such as Microstation, must include a conversion table in the .dxf file creation process that can be used to specify named layers.
- Closure is critical in converting CAD elements to GIS features. If appropriate (ie. parcel boundaries, subdivision boundary, buildings), all polygonal features shall be 'snapped' closed.

**Media:** All data shall be delivered via 3.5" floppy, CD-ROM, or by email. The submitted media shall be labeled with the title of the drawing (drawing file name), type of drawing (i.e. As-built, Preliminary, etc.), project contact information and a submittal and file creation date. For any questions please email [lsingleton@rockwall.com](mailto:lsingleton@rockwall.com)

**\*\*\*PLAT WORDING TO BE PLACED ON ALL FINAL PLATS AND REPLATS\*\*\***

**OWNER'S CERTIFICATE**

*(Public Dedication)*

STATE OF TEXAS  
COUNTY OF ROCKWALL

WHEREAS (*Owner*) \_\_\_\_\_, BEING THE OWNER OF A TRACT OF land in the County of Rockwall, State of Texas, said tract being described as follows: (*Legal Description*)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

STATE OF TEXAS  
COUNTY OF ROCKWALL

I(*we*) the undersigned owner(s) of the land shown on this plat, and designated herein as the \_\_\_\_\_ subdivision to the City of Rockwall, Texas, and whose name is subscribed hereto, hereby dedicate to the use of the public forever all streets, alleys, parks, water courses, drains, easements and public places thereon shown on the purpose and consideration therein expressed. I (*we*) further certify that all other parties who have a mortgage or lien interest in the \_\_\_\_\_ subdivision have been notified and signed this plat.

I (*we*) understand and do hereby reserve the easement strips shown on this plat for the purposes stated and for the mutual use and accommodation of all utilities desiring to use or using same. I (*we*) also understand the following;

1. No buildings shall be constructed or placed upon, over, or across the utility easements as described herein.
2. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other growths or improvements which in any way endanger or interfere with construction, maintenance or efficiency of their respective system on any of these easement strips; and any public utility shall at all times have the right of ingress or egress to, from and upon the said easement strips for purpose of construction, reconstruction, inspecting, patrolling, maintaining, and either adding to or removing all or part of their respective system without the necessity of, at any time, procuring the permission of anyone.
3. The City of Rockwall will not be responsible for any claims of any nature resulting from or occasioned by the establishment of grade of streets in the subdivision.
4. The developer and subdivision engineer shall bear total responsibility for storm drain improvements.
5. The developer shall be responsible for the necessary facilities to provide drainage patterns and drainage controls such that properties within the drainage area are not adversely affected by storm drainage from the development.
6. No house dwelling unit, or other structure shall be constructed on any lot in this addition by the owner or any other person until the developer and/or owner has complied with all requirements of the Subdivision Regulations of the City of Rockwall regarding improvements with respect to the entire block on the street or streets on which property abuts, including the actual installation of streets with the required base and paving, curb and gutter, water and sewer, drainage structures, storm structures, storm sewers, and alleys, all according to the specifications of the City of Rockwall; or

Until an escrow deposit, sufficient to pay for the cost of such improvements, as determined by the city's engineer and/or city administrator, computed on a private commercial rate basis, has been made with the city secretary, accompanied by an agreement signed by the developer and/or owner, authorizing the city to make such improvements at prevailing private commercial rates, or have the same made by a contractor and pay for the same out of the escrow deposit, should the developer and/or owner fail or refuse to install the required improvements within the time stated in such written agreement, but in no case shall the City be obligated to make such improvements itself. Such deposit may be used by the owner and/or developer as progress payments as the work progresses in making such improvements by making certified requisitions to the city secretary, supported by evidence of work done; or

Until the developer and/or owner files a corporate surety bond with the city secretary in a sum equal to the cost of such improvements for the designated area, guaranteeing the installation thereof within the time stated in the bond, which time shall be fixed by the city council of the City of Rockwall.

I (we) further acknowledge that the dedications and/or exaction's made herein are proportional to the impact of the Subdivision upon the public services required in order that the development will comport with the present and future growth needs of the City; I (we), my (our) successors and assigns hereby waive any claim, damage, or cause of action that I (we) may have as a result of the dedication of exactions made herein.

\_\_\_\_\_  
**Owner**

STATE OF TEXAS  
COUNTY OF ROCKWALL

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration therein stated.

Given upon my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public in and for the State of Texas*

\_\_\_\_\_  
*My Commission Expires:*

\_\_\_\_\_  
**Signature of Party with Mortgage or Lien Interest**

STATE OF TEXAS  
COUNTY OF ROCKWALL

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration therein stated.

Given upon my hand and seal of office this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Notary Public in and for the State of Texas*

\_\_\_\_\_  
*My Commission Expires:*

-----  
NOTE: It shall be the policy of the City of Rockwall to withhold issuing building permits until all streets, water, sewer and storm drainage systems have been accepted by the City. The approval of a plat by the City does not constitute any representation, assurance or guarantee that any building within such plat shall be approved, authorized or permit therefore issued, nor shall such approval constitute any representation, assurance or guarantee by the City of the adequacy and availability for water for personal use and fire protection within such plat, as required under Ordinance 83-54.

**SURVEYOR'S CERTIFICATE**

NOW, THEREFORE KNOW ALL MEN BY THESE PRESENTS:

THAT I, (Name) \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land, and that the corner monuments shown thereon were properly placed under my personal supervision.

(Name) \_\_\_\_\_ Registered Public Surveyor No. \_\_\_\_\_

**STANDARD CITY SIGNATURE BLOCK**

**RECOMMENDED FOR FINAL APPROVAL**

\_\_\_\_\_  
*Planning and Zoning Commission*

\_\_\_\_\_  
*Date*

**APPROVED**

I hereby certify that the above and foregoing plat of an addition to the City of Rockwall, Texas, was approved by the City Council of the City of Rockwall on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

This approval shall be invalid unless the approved plat for such addition is recorded in the office of the County Clerk of Rockwall, County, Texas, within one hundred eighty (180) days from said date of final approval.

WITNESS OUR HANDS, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
*Mayor, City of Rockwall*

\_\_\_\_\_  
*City Secretary*

\_\_\_\_\_  
*City Engineer*

**ROCKWALL COUNTY JUDGE SIGNATURE BLOCK**

**- ADD THIS BLOCK IF PROPERTY IS LOCATED OUTSIDE THE ROCKWALL CITY LIMITS -**

\_\_\_\_\_  
*Rockwall County Judge*

\_\_\_\_\_  
*Date*

**- USE BELOW IN LIEU OF STANDARD BLOCK FOR ALL ADMINISTRATIVE APPROVAL PLATS  
(E.G. MINOR OR AMENDING PLATS)**

**APPROVED**

I hereby certify that the above and foregoing plat of an addition to the City of Rockwall, Texas, was approved by the City Planning Director of the City of Rockwall on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

This approval shall be invalid unless the approved plat for such addition is recorded in the office of the County Clerk of Rockwall, County, Texas, within one hundred eighty (180) days from said date of final approval.

Said addition shall be subject to all the requirements of the Subdivision Regulations of the City of Rockwall.

\_\_\_\_\_  
*Director of Planning*

\_\_\_\_\_  
*City Engineer*



**CITY OF ROCKWALL**  
 AT CITY PLACE  
 385 SOUTH GOLIAD  
 ROCKWALL, TEXAS 75087  
 972-771-7746

**ENGINEERING**

Job No. \_\_\_\_\_

Received Date: \_\_\_\_\_

|  |        |         |
|--|--------|---------|
| Subdivision / Project Name:  |        |         |
| Project General Location:  |        |         |
| Acres:   | Lots:  |         |
| Company Name:  |        |         |
| Contact Name:  |        |         |
| Mailing Address:   |        |         |
| City:  | State: | Zip:    |
| Phone:   | Fax:   | e-mail: |
| Have plans been submitted to all utility companies? <input type="checkbox"/> YES <input type="checkbox"/> NO |        |         |

|                                 |                        |
|---------------------------------|------------------------|
| <b>FOR OFFICE USE ONLY</b>      |                        |
|                                 | Eng. Job Number: _____ |
| Dated Submitted: _____          | PZ Action Date: _____  |
| City Council Action Date: _____ | Date Approved: _____   |
| Planning Unit #: _____          | Approved By: _____     |

**Engineering Inspection Fee**

Any person, firm, or corporation desiring to submit for approval construction plans shall, at the time of said plan being filed with the Engineering Department or at the time deemed appropriate by said department, pay to the city a fee in accordance with the following fee schedule:

An engineering fee of **two percent (2%)** of the **actual contract costs** of city-maintained improvements shall be established. The fee shall be based on a percentage of the estimated cost of public improvements including but not limited to water, sanitary sewer, lift stations, storm sewer, drainage structures, bridges, culverts, paving, screening walls, etc. If actual contract costs are not available at the time of plan approval, the City will be furnished estimated quantities and costs sealed and signed by a Professional Engineer. Prior to final acceptance by the City, the actual quantity and costs will be furnished to the City and the fee will be adjusted accordingly. The fee shall be due and payable prior to Engineering plan approval and start of construction.



**CITY OF ROCKWALL  
PLANNING & ZONING DEPARTMENT  
APPLICATION FEE SCHEDULE  
(EXHIBIT “A,” RESOLUTION 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.



## CITY OF ROCKWALL

AT CITY PLACE

385 SOUTH GOLIAD

ROCKWALL, TEXAS 75087

972-771-7745

## DEVELOPMENT REVIEW COMMITTEE CONTACTS

### CITY STAFF NUMBERS

|                 |                         |              |  |
|-----------------|-------------------------|--------------|--|
| Robert LaCroix  | Director of Planning    | 972-771-7745 | <a href="mailto:rlacroix@rockwall.com">rlacroix@rockwall.com</a>       |
| Chris Spencer   | Senior Planner          | 972-771-7745 | <a href="mailto:cspencer@rockwall.com">cspencer@rockwall.com</a>       |
| David Gonzales  | Planner                 | 972-771-7745 | <a href="mailto:dgonzales@rockwall.com">dgonzales@rockwall.com</a>     |
| JoDee Sanford   | Planning Coordinator    | 972-771-7745 | <a href="mailto:jsanford@rockwall.com">jsanford@rockwall.com</a>       |
| Chuck Todd      | City Engineer           | 972-771-7746 | <a href="mailto:ctodd@rockwall.com">ctodd@rockwall.com</a>             |
| Amy Williams    | Engineer                | 972-771-7746 | <a href="mailto:awilliams@rockwall.com">awilliams@rockwall.com</a>     |
| Mark Poindexter | Fire Chief              | 972-771-7770 | <a href="mailto:mpoindexter@rockwall.com">mpoindexter@rockwall.com</a> |
| Ariana Hargrove | Fire Marshal            | 972-771-7770 | <a href="mailto:ahargrove@rockwall.com">ahargrove@rockwall.com</a>     |
| Jeffrey Widmer  | Building Official       | 972-771-7709 | <a href="mailto:jwidmer@rockwall.com">jwidmer@rockwall.com</a>         |
| John Ankrum     | Plans Examiner          | 972-771-7709 | <a href="mailto:jankrum@rockwall.com">jankrum@rockwall.com</a>         |
| John Shannon    | Sr Building Inspector   | 972-771-7709 | <a href="mailto:jshannon@rockwall.com">jshannon@rockwall.com</a>       |
| Brad Griggs     | Dir. Parks & Recreation | 972-771-7740 | <a href="mailto:bgriggs@rockwall.com">bgriggs@rockwall.com</a>         |
| Andy Hesser     | Parks & Rec. Manager    | 972-771-7740 | <a href="mailto:ahesser@rockwall.com">ahesser@rockwall.com</a>         |

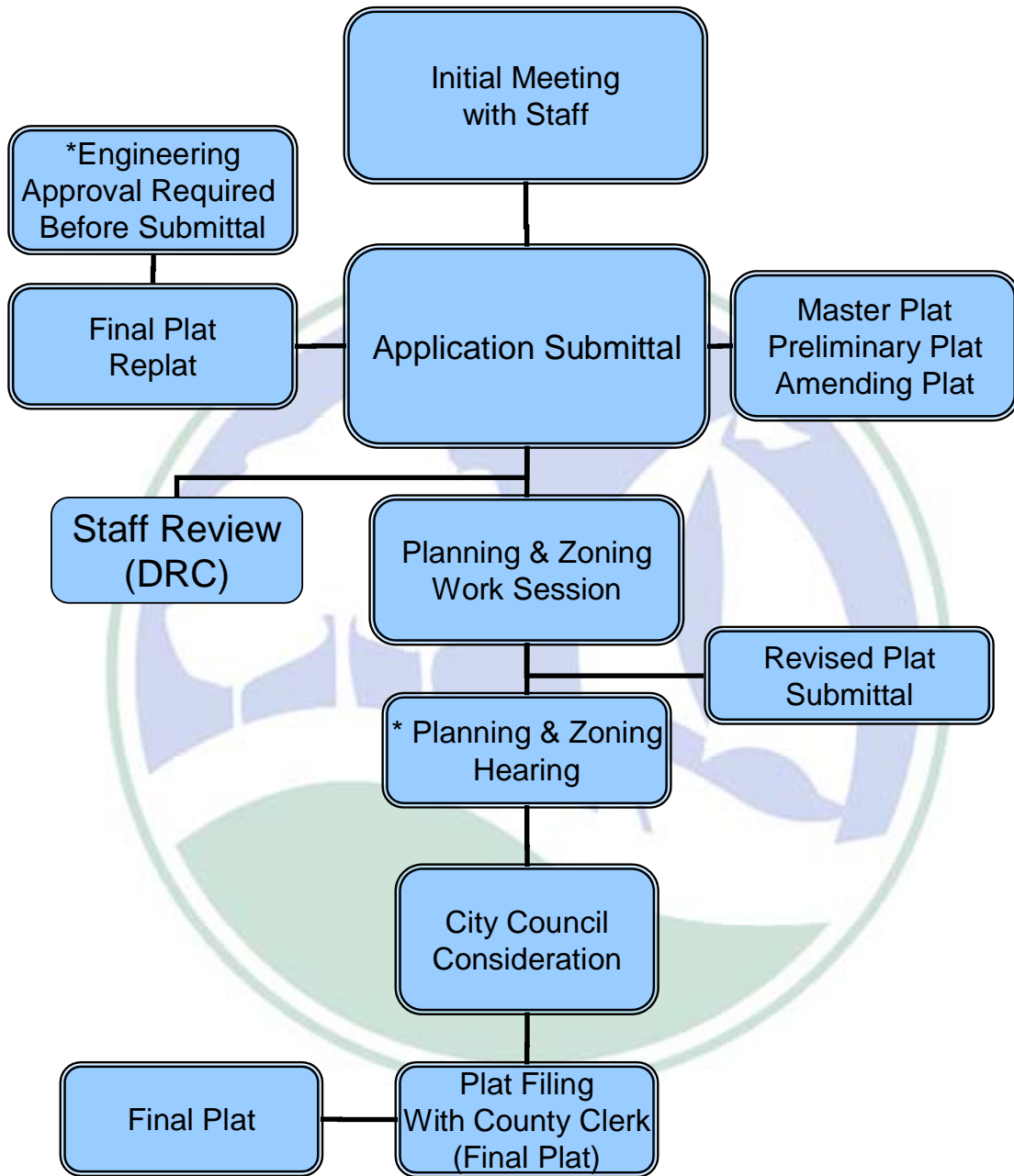
Fax Number 972-771-7748

### 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                    | Javier Fernandez | 972-771-0605       | <a href="mailto:javier.fernandez@rockwallisd.gov">javier.fernandez@rockwallisd.gov</a> |
| Atmos (Gas)             | Dinah Wood       | 972-485-6277       | <a href="mailto:dinah.wood@atmosenergy.com">dinah.wood@atmosenergy.com</a>             |
| Farmer's Electric (FEC) | Lori Honeycutt   | 903-453-0513       | <a href="mailto:lhoneycutt@fecyclelectric.com">lhoneycutt@fecyclelectric.com</a>       |
| Oncor Electric          | Randy Voight     | 972-551-7233       | <a href="mailto:randy.voight@oncor.com">randy.voight@oncor.com</a>                     |
| AT&T                    | Carolyn Anderson | 903-457-2092       | <a href="mailto:carolyn.anderson@att.com">carolyn.anderson@att.com</a>                 |
| Charter Comm. (Cable)   | Wayne Carter     | 817-509-6272 x6896 | <a href="mailto:wcarter@chartercom.com">wcarter@chartercom.com</a>                     |
| TXDOT                   | Brenda Callaway  | 972-962-3617       | <a href="mailto:bcallaw@dot.state.tx.us">bcallaw@dot.state.tx.us</a>                   |

# City of Rockwall Platting Process



\*If plat is denied by Planning & Zoning Commission, plat does not continue to City Council.