



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

ZONING APPLICATION

Zoning Application Schedule

The following schedule is for all Zoning Changes, Planned Developments, Specific Use Permits, and other zoning requests.

Development 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+	Notices Mailed to Property Owners w/in 200-ft (City)	6:00 P.M. P&Z Public Hearing	6:00 P.M. City Council Meeting	6:00 P.M. City Council (2 nd Reading)*
Dec 16, 2011	<i>Dec 27, 2011</i>	Dec 30, 2011	Jan 10, 2012	<i>Jan 17, 2012 (Tues)</i>	Feb 6, 2012
Jan 20, 2012	Jan 31, 2012	Feb 3, 2012	Feb 14, 2012	Feb 20, 2012	Mar 5, 2012
Feb 17, 2012	Feb 28, 2012	Mar 2, 2012	Mar 13, 2012	Mar 19, 2012	Apr 2, 2012
Mar 16, 2012	Mar 27, 2012	Mar 30, 2012	Apr 10, 2012	Apr 16, 2012	May 7, 2012
Apr 13, 2012	Apr 24, 2012	Apr 27, 2012	May 8, 2012	May 21, 2012	Jun 4, 2012
May 18, 2012	May 29, 2012	Jun 1, 2012	Jun 12, 2012	Jun 18, 2012	Jul 2, 2012
Jun 15, 2012	Jun 26, 2012	Jun 29, 2012	Jul 10, 2012	Jul 16, 2012	Aug 6, 2012
Jul 20, 2012	Jul 31, 2012	Aug 3, 2012	Aug 14, 2012	Aug 20, 2012	<i>Sep 4, 2012 (Tues)</i>
Aug 17, 2012	Aug 28, 2012	Aug 31, 2012	Sep 11, 2012	Sep 17, 2012	Oct 1, 2012
Sep 14, 2012	Sep 25, 2012	Sep 28, 2012	Oct 9, 2012	Oct 15, 2012	Nov 5, 2012
Oct 19, 2012	Oct 30, 2012	Nov 2, 2012	Nov 13, 2012	Nov 19, 2012	Dec 3, 2012
Nov 16, 2012	Nov 27, 2012	Nov 30, 2012	Dec 11, 2012	Dec 17, 2012	Jan 7, 2013
Dec 14, 2012	Dec 25, 2012	Dec 28, 2012	Jan 8, 2013	<i>Jan 22, 2013 (Tue)</i>	Feb 4, 2013
Jan 18, 2013	Jan 29, 2013	Feb 1, 2013	Feb 12, 2013	Feb 18, 2013	Mar 4, 2013
Feb 15, 2013	Feb 26, 2013	Mar 1, 2013	Mar 12, 2013	Mar 18, 2013	Apr 1, 2013
Mar 15, 2013	Mar 26, 2013	Mar 29, 2013	Apr 9, 2013	Apr 15, 2013	May 6, 2013
Apr 19, 2013	Apr 30, 2013	May 3, 2013	May 14, 2013	May 20, 2013	Jun 3, 2013
May 17, 2013	May 28, 2013	May 31, 2013	Jun 11, 2013	Jun 17, 2013	Jul 1, 2013
Jun 14, 2013	Jun 25, 2013	Jun 28, 2013	Jul 9, 2013	Jul 15, 2013	Aug 5, 2013

+ As necessary, zoning submittals are 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 submissions that require the approval of an ordinance by City Council will require two separate readings of the ordinance. Requests that require two ordinance readings are not final until the approval by Council on second reading.



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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. 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 & Zoning



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ZONING APPLICATION

- Specific Use Permit
- Zoning Change
- PD Concept Plan
- PD Development Plan

Property Information

Addition Name:		Location / Address:	
Lot / Block:	Current Zoning:	Proposed Zoning/ Use:	
Acres:	Lots:	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:	

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 the City until the Planning Director and City Engineer have signed below.

City Engineer Signature

Planning Director Signature

P&Z Case No:

ZONING APPLICATION SUBMITTAL REQUIREMENTS

Submit the following items (when applicable)	1st Submittal w/ application Work Session	2nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Legal Description	One (1) 8 1/2" x 11" copy + one (1) PDF/digital copy	One (1) 8 1/2" x 11" copy + one (1) PDF/digital copy
<input type="checkbox"/> Explanation Letter	One (1) 8 1/2" x 11" copy + one (1) PDF/digital copy	One (1) 8 1/2" x 11" copy + one (1) PDF/digital copy
<input type="checkbox"/> Zoning Exhibit / Concept Plan	Four (4) 24" x 36" copies (folded) + one (1) PDF/digital copy	Four (4) 24" x 36" copies (folded) + one (1) PDF/digital copy
<input type="checkbox"/> PD Development Plan	Four (4) 24" x 36" copies (folded) + one (1) PDF/digital copy	Four (4) 24" x 36" copies (folded) + one (1) PDF/digital copy

**To reduce applicant costs and conserve paper, staff may accept other sheet sizes for submittals if an appropriate scale and level of detail is maintained. Check with staff prior to submitting smaller or larger sizes.*

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.**

ZONING/SPECIFIC USE PERMIT

- **Initial Contact**

Discuss Zoning and/or Specific Use Permit requirements with Planning staff. Appropriate ordinances are available at City Hall for a fee; however, many documents can be downloaded free from the City's website (<http://www.rockwall.com/Planning>), including:

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

- **Pre-Submittal Meeting**

Set up informal pre-submittal meeting with staff to check documents.

- **Application - Fees**

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

- **Staff Review**

Development Review Committee (DRC) reviews application and plans.

- **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.

- **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 in electronic (e.g. PDF) format the Wednesday prior to the Planning & Zoning Commission public hearing.

- **Legal Notification**

Notices are published in the newspaper by Planning staff.

- **Adjacent Property Owners Notified**

Staff notifies all landowners within 200' of requested zoning change or SUP (10 days prior to Planning & Zoning Public Hearing). Signage is also posted on the property indicating the proposed zoning change.

- **Planning & Zoning Public Hearing**

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

- **City Council Public Hearing and Consideration**

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

- **City Council 2nd Reading (typically on consent agenda)**

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

PLANNING & ZONING 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 will 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. Additionally, applicants will receive written comments and/or plan mark-ups from City staff at the work session. As part of the regular development cycle, no action is taken at the work session meeting.

The second meeting is the Planning & Zoning “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 as well as 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 preceding 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 will take action on the proposal.
- The next step is to attend the City Council Meeting (*see schedule for dates*)



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DEVELOPMENT REVIEW COMMITTEE CONTACTS

CITY STAFF NUMBERS

Robert LaCroix	Director of Planning	972-771-7745	rlacroix@rockwall.com
Chris Spencer	Senior Planner	972-771-7745	cspencer@rockwall.com
David Gonzales	Planner	972-771-7745	dgonzales@rockwall.com
JoDee Sanford	Planning Coordinator	972-771-7745	jsanford@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 & 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	Javier Fernandez	972-771-0605	javier.fernandez@rockwallisd.org
Atmos (Gas)	Dinah Wood	972-485-6277	dinah.wood@atmosenergy.com
Farmer's Electric (FEC)	Lori Honeycutt	903-453-0513	lhoneycutt@fecyclelectric.com
Oncor Electric	Randy Voight	972-551-7233	randy.voight@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

City of Rockwall Zoning Process

