



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

# ZONING APPLICATION

(AS OF JUNE 2009)

## 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 <sup>nd</sup> Reading)*
June 19, 2009	June 30, 2009	July 3, 2009	July 14, 2009	July 20, 2009	Aug 3, 2009
July 17, 2009	July 28, 2009	July 31, 2009	Aug 11, 2009	Aug 17, 2009	Sept 8, 2009 (Tues)
Aug 14, 2009	Aug 25, 2009	Sept 4, 2009	Sept 15, 2009	Sept 21, 2009	Oct 5, 2009
Sept 18, 2009	Sept 29, 2009	Oct 2, 2009	Oct 13, 2009	Oct 19, 2009	Nov 2, 2009
Oct 16, 2009	Oct 27, 2009	Oct 30, 2009	Nov 10, 2009	Nov 16, 2009	Dec 7, 2009
Nov 13, 2009	Nov 24, 2009	Nov 27, 2009	Dec 8, 2009	Dec 21, 2009	Jan 4, 2010
Dec 18, 2009	<del>Dec 29, 2009</del>	Jan 1, 2010	Jan 12, 2010	Jan 19, 2010 (Tues)	Feb 1, 2010
Jan 15, 2010	Jan 26, 2010	Jan 29, 2010	Feb 9, 2010	Feb 15, 2010	Mar 1, 2010
Feb 12, 2010	Feb 23, 2010	Feb 26, 2010	March 9, 2010	March 15, 2010	April 5, 2010
Mar 19, 2010	March 30, 2010	April 2, 2010	April 13, 2010	April 19, 2010	May 3, 2010
April 16, 2010	April 27, 2010	April 30, 2010	May 11, 2010	May 17, 2010	June 7, 2010
May 14, 2010	May 25, 2010	May 28, 2010	June 8, 2010	June 21, 2010	July 6, 2010 (Tues)
June 18, 2010	June 29, 2010	July 2, 2010	July 13, 2010	July 19, 2010	Aug 2, 2010
July 16, 2010	July 27, 2010	July 30, 2010	Aug 10, 2010	Aug 16, 2010	Sept 7, 2010 (Tues)
Aug 20, 2010	Aug 31, 2010	Sept 3, 2010	Sept 14, 2010	Sept 20, 2010	Oct 4, 2010
Sept 17, 2010	Sept 28, 2010	Oct 1, 2010	Oct 12, 2010	Oct 18, 2010	Nov 1, 2010
Oct 15, 2010	Oct 26, 2010	Oct 29, 2010	Nov 9, 2010	Nov 15, 2010	Dec 6, 2010
Nov 19, 2010	Nov 30, 2010	Dec 3, 2010	Dec 14, 2010	Dec 20, 2010	Jan 3, 2011
Dec 17, 2010	<del>Dec 28, 2010</del>	Dec 31, 2010	Jan 11, 2011	Jan 18, 2011 (Tues)	Feb 7, 2011

+ 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.

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 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	8.5" x 11", 1 Copy	
<input type="checkbox"/> Explanation Letter	8.5" x 11", 1 Copy	
<input type="checkbox"/> Zoning Exhibit / Concept Plan	24" x 36", 20 Copies ( <b>folded</b> )	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> PD Development Plan	24" x 36", 20 Copies ( <b>folded</b> )	20 large folded copies + one 8.5" x 11"

*\*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 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 (1<sup>st</sup> reading) are sent to the City Council for consideration

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

City Council considers ordinance (2<sup>nd</sup> 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	<a href="mailto:rlacroix@rockwall.com">rlacroix@rockwall.com</a>
Michael Hampton	Planning Manager	972-771-7745	<a href="mailto:mhampton@rockwall.com">mhampton@rockwall.com</a>
Chris Spencer	Senior Planner	972-771-7745	<a href="mailto:cspencer@rockwall.com">cspencer@rockwall.com</a>
David Gonzales	Planning Technician	972-771-7745	<a href="mailto:dgonzales@rockwall.com">dgonzales@rockwall.com</a>
Irene Hatcher	Planning Coordinator	972-771-7745	<a href="mailto:ihatcher@rockwall.com">ihatcher@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 of 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	Greg Carver	972-771-0605	<a href="mailto:gcarver@rockwallisd.org">gcarver@rockwallisd.org</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@fECElectric.com">lhoneycutt@fECElectric.com</a>
Oncor Electric	Russell Lewis	972-569-6310	<a href="mailto:russell.lewis@oncor.com">russell.lewis@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 Zoning Process

