

General Procedures

The need to provide quality services to the citizens of Rockwall through our Water, Wastewater, Street and Drainage, and Engineering Departments in a safe, responsive, cost-effective manner, striving always to continuously improve service to our customers while planning for future needs 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 Development Team is an essential component for successful progression through the development process. The Development Team normally consists of the developer/property owner, a civil engineer, and/or an architect.

Successful private development teams:

- Have a designated project manager from the lead engineering or architectural firm who is responsible for ensuring that timelines are met, submittals are complete, submittals meet published requirements and design guidelines, and City review comments are adequately addressed.
- Communicate among themselves and with City Staff frequently via email (preferred) or telephone. Face to face meetings with City Staff must be scheduled in advance and include an agenda so City Staff can prepare for a productive and efficient meeting.
- Coordinate utility relocations and service with franchise utility companies. The Engineering Department does not coordinate franchise utility issues for private development projects.
- Follow City Staff advice on Code interpretation and issues not Code related. City Council has charged Staff to enable development to occur safely and efficiently.

To ensure a smooth review for the applicant, it is recommended that a pre-design conference be held between the Development Team and City staff prior to the application submission. Once a submittal is accepted, the Engineering Department coordinates the Engineering review process.

Please review the information provided in this section 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 Engineering Department staff at (972) 771-7746 or Fire Department Staff at (972) 771-7770 to assist you in preparing a complete application package.