



2018 DEVELOPMENT APPLICATION SCHEDULE

City of Rockwall • 385 South Goliad Street • Rockwall, Texas 75087
 Planning and Zoning Department • Phone: (972) 771-7745 • Fax: (972) 771-7727 • Email: Planning@Rockwall.com

Submittal Date (1:00 PM)	DRC Meeting (2:00 PM) ¹ ARB Meeting (5:00 PM) ² P&Z Work Session (6:00 PM) ³	Corrected Plans by 3:00 PM Park Board Meeting (6:00 PM) ⁴	P&Z Meeting (6:00 PM) ARB Meeting (5:00 PM) ²	City Council Meeting ⁵ at 6:00 PM	
				1 st Reading	2 nd Reading ⁶
January 12, 2018	January 30, 2018	February 6, 2018	February 13, 2018	February 19, 2018	March 5, 2018
February 16, 2018	February 27, 2018	March 6, 2018	March 13, 2018	March 19, 2018	April 2, 2018
March 16, 2018	March 27, 2018	April 3, 2018	April 10, 2018	April 16, 2018	May 7, 2018
April 13, 2018	April 24, 2018	May 1, 2018	May 8, 2018	May 21, 2018	June 4, 2018
May 11, 2018	May 29, 2018	June 5, 2018	June 12, 2018	June 18, 2016	July 2, 2018
June 15, 2018	June 26, 2018	July 3, 2018	July 10, 2018	July 16, 2018	August 6, 2018
July 13, 2018	July 31, 2018	August 7, 2018	August 14, 2018	August 20, 2018	<i>September 4, 2018 (Tuesday)</i>
August 17, 2018	August 28, 2018	<i>September 5, 2018 (Thursday)</i>	September 11, 2018	September 17, 2018	October 1, 2018
September 14, 2018	September 25, 2018	October 2, 2018	October 9, 2018	October 15, 2018	November 5, 2018
October 12, 2018	October 30, 2018	November 6, 2018	November 13, 2018	November 19, 2018	December 3, 2018
November 16, 2018	November 27, 2018	December 4, 2017	December 11, 2018	December 17, 2018	January 7, 2019
December 14, 2018	<i>January 2, 2019 (Wed.)</i>	<i>January 3, 2019 (Thur.)</i>	January 15, 2019	January 21, 2019	February 4, 2019
January 11, 2019	January 29, 2019	February 5, 2019	February 12, 2019	February 18, 2019	March 4, 2019

P&Z: Planning and Zoning Commission • DRC: Development Review Committee • ARB: Architectural Review Committee • RED: Meeting on a Tuesday • BLUE: Date Adjusted Due to City Council Schedule

NOTES:

1. If necessary staff may require a development submittal to be reviewed by the Development Review Committee (DRC). The DRC Meeting consists of staff from all departments, you and your design team, and is intended to solve any outstanding issues prior to the Planning & Zoning Work Session. These meetings are generally 20-30 minutes per project. Staff will provide the applicant with written comments and plan mark-ups to assist in the review process. **STAFF WILL CONTACT YOU SHOULD YOUR PROJECT REQUIRE A DRC MEETING.**
2. The Architectural Review Board (ARB) reviews site plans and building elevations for projects located within any zoning district. Your project architect is **HIGHLY** encouraged to attend this meeting. **STAFF WILL CONTACT YOU SHOULD YOUR PROJECT REQUIRE AN ARB MEETING.**
3. All projects will be reviewed by the Planning & Zoning Commission during the scheduled work session.
4. Residential Plats are subject to review by the Parks Board. If Parks Board review is necessary, you are required to attend the meeting. Contact Andy Hesser at (972) 771-7761 after the submission of a preliminary and/or final plat to discuss parkland issues and verify meeting dates.
5. City Council reviews all Plats, Zoning, Specific Use Permit, Planned Development District and/or Special Exception applications or any variance requests pertaining to Site Plan submittals.
6. Zoning, Specific Use Permits and Planned Development Districts require a second reading of the ordinance prior to final approval/adoption.

NOTE: Minor Plats, Amending Plats, and Administrative Site Plans can be approved by staff and can be submitted at any time. Please contact staff to discuss requirements and procedures for administrative approval.

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PRE-APPLICATION MEETING REQUEST

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

STAFF USE ONLY	
MEETING DATE:	<input type="text"/>
MEETING TIME:	<input type="text"/>

PRE-APPLICATION MEETING INFORMATION

A Pre-Application Meeting is strongly recommended prior to submittal of a development application. These meetings are held on Thursday morning's beginning at 9:00 AM, by appointment. Representatives from Engineering, Planning, Fire, Parks (if necessary) and Building attend the meeting in an effort to assist you with your project by answering any questions you may have and explaining the development process and timelines.

Due to the number of requests for Pre-Application meetings that are received, staff cannot guarantee an appointment at the next scheduled meeting. We recommend requesting an appointment a minimum of one (1) week in advance. To best facilitate discussion during the meeting, include all conceptual drawings, site plans or other schematics with your completed request. For assistance with this form or other questions, please contact the Planning Department at (972) 771-7745 or at planning@rockwall.com.

I acknowledge that a conceptual drawing or site plan must be submitted as part of this request. Appointments may not be scheduled for requests without conceptual plans.

Initial Above

I acknowledge that neither submission of this request, nor the Pre-Application meeting, constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.

Initial Above

PROPERTY AND PROJECT INFORMATION [PLEASE PRINT]

Address	<input type="text"/>		
General Location	<input type="text"/>		
Proposed Use	<input type="text"/>	Proposed Square Footage	<input type="text"/>
Are you proposing any alcohol sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you intend to subdivide or combine the property with other parcels?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is the project expected to exceed \$50,000 in cost?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

APPLICANT INFORMATION [PLEASE PRINT]

Applicant	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>		

RESOURCES FOR YOU

- ✓ For applications, checklists, departmental contacts, demographics and more, visit our website: <http://www.rockwall.com/planning>
- ✓ For GIS information for due diligence research, including downloadable and interactive maps (for zoning, parcel information, etc.), visit our GIS website: <http://www.rockwall.com/gis>

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DEVELOPMENT APPLICATION

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

STAFF USE ONLY

PLANNING & ZONING CASE NO. _____

NOTE: THE APPLICATION IS NOT CONSIDERED ACCEPTED BY THE CITY UNTIL THE PLANNING DIRECTOR AND CITY ENGINEER HAVE SIGNED BELOW.

DIRECTOR OF PLANNING: _____

CITY ENGINEER: _____

Please check the appropriate box below to indicate the type of development request (Resolution No. 05-22) [SELECT ONLY ONE BOX]:

Platting Application Fees:

- Master Plat (\$100.00 + \$15.00 Acre)¹
- Preliminary Plat (\$200.00 + \$15.00 Acre)¹
- Final Plat (\$300.00 + \$20.00 Acre)¹
- Replat (\$300.00 + \$20.00 Acre)¹
- Amending or Minor Plat (\$150.00)
- Plat Reinstatement Request (\$100.00)

Site Plan Application Fees:

- Site Plan (\$250.00 + \$20.00 Acre)¹
- Amended Site Plan/Elevations/Landscaping Plan (\$100.00)

Zoning Application Fees:

- Zoning Change (\$200.00 + \$15.00 Acre)¹
- Specific Use Permit (\$200.00 + \$15.00 Acre)¹
- PD Development Plans (\$200.00 + \$15.00 Acre)¹

Other Application Fees:

- Tree Removal (\$75.00)

Notes:

¹: 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.

PROPERTY INFORMATION [PLEASE PRINT]

Address _____

Subdivision _____

Lot _____

Block _____

General Location _____

ZONING, SITE PLAN AND PLATTING INFORMATION [PLEASE PRINT]

Current Zoning _____

Current Use _____

Proposed Zoning _____

Proposed Use _____

Acreage _____

Lots [Current] _____

Lots [Proposed] _____

- Required for Plats:** By checking the box at the left you agree to waive the statutory time limit for plat approval in accordance with Section 212.009 of the Local Government Code.

OWNER/APPLICANT/AGENT INFORMATION [PLEASE PRINT/CHECK THE PRIMARY CONTACT/ORIGINAL SIGNATURES ARE REQUIRED]

Owner _____

Applicant _____

Contact Person _____

Contact Person _____

Address _____

Address _____

City, State & Zip _____

City, State & Zip _____

Phone _____

Phone _____

E-Mail _____

E-Mail _____

NOTARY VERIFICATION [REQUIRED]

Before me, the undersigned authority, on this day personally appeared _____ [Owner/Applicant Name] the undersigned, who stated the information on this application to be true and certified the following:

"I hereby certify that I am the owner, or duly authorized agent of the owner, for the purpose 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 the _____ day of _____, 20 _____. By signing this application I agree that the City of Rockwall (i.e. "City") is authorized and permitted to provide information contained within this application to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in conjunction with this application, if such reproduction is associated or in response to a request for public information."

Given under my hand and seal of office on this the _____ day of _____, 20 _____. _____

Owner's/Applicant's Signature _____

Notary Public in and for the State of Texas _____

My Commission Expires _____

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DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

PLATTING APPLICATION SUBMITTAL REQUIREMENTS [ALL PLAT TYPES]

- PLAT TYPE.
 - MINOR/AMENDING PLAT.
 - MASTER PLAT.
 - PRELIMINARY PLAT.
 - FINAL PLAT.
 - REPLAT.
 - VACATION PLAT.

Staff requires four (4), 18" x 24" copies be submitted at the time the application is submitted. Each set of plans should be folded into a *Tri-Fold* with the project title or identifier facing out.

- DIGITAL COPY OF THE PLAT. The following is required with all plat submittals:
 - ONE (1) PDF COPY OF THE PLAT
 - ONE (1) SURVEY BOUNDARY CLOSURE REPORT.

** AFTER APPROVAL STAFF WILL REQUIRE ONE (1) AUTOCAD/ESRI (DWG, DXF, OR SHP FILE FORMAT) FILE*

- TREESCAPE PLAN [IF APPLICABLE].
- LANDSCAPE PLAN [IF APPLICABLE].
- APPLICATION AND APPLICATION FEE.

SITE PLAN APPLICATION SUBMITTAL REQUIREMENTS

- PLAN SET. A plan set is composed of the following items:
 - SITE PLAN.
 - LANDSCAPE PLAN.
 - TREESCAPE PLAN.
 - PHOTOMETRIC PLAN.
 - BUILDING ELEVATIONS.

Staff requires the submittal of four (4) complete plan sets and one (1) digital copy in .pdf format with a site plan application. All sheets submitted to staff shall be 24" x 36", arranged into sets, and be folded to a 9" x 12" *Tri-Fold* with the project title or identifier facing out.

- BUILDING MATERIAL SAMPLE BOARD. See the *Material Sample Board Design Guidelines* in this development packet.
- APPLICATION AND APPLICATION FEE.

ZONING CHANGE APPLICATION SUBMITTAL REQUIREMENTS

- LEGAL DESCRIPTION. A legal description consists of written words that delineate a specific piece of real property. A legal description may be a metes and bounds description or, if the property is platted, a copy of the plat may be submitted to verify the lot and block survey system.
- ZONING EXHIBIT OR CONCEPT PLAN. A zoning exhibit is generally a survey, plat, concept plan or other visual description of the property [Specific Use Permit (SUP) exhibits can be a site plan or building elevations; check with staff for prior to submitting an application for what is appropriate]. Staff requires four (4), 24" x 36" copies and one digital copy (PDF preferred) be submitted at the time the application is submitted. All submittals should be folded individually so that the project title or identifier is facing out. *In order to reduce the applicant's costs and to conserve paper, staff may accept other sheet sizes for a submittal if an appropriate scale and level of detail is maintained. Check with staff prior to submitting a small or larger drawing size.*
- LETTER OF EXPLANATION. A letter from the applicant or property owner explaining the purpose of the zoning application.
- APPLICATION AND APPLICATION FEE.

IT IS IMPORTANT TO YOU AS AN APPLICANT TO RETURN A FULLY COMPLETED APPLICATION PACKAGE. WITHOUT A COMPLETE APPLICATION SUBMITTAL, THE CASE MAY NOT BE PROCESSED AND MAY NOT BE PLACED ON A PUBLIC HEARING AGENDA.



DEVELOPMENT CONTACT INFORMATION SHEET

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

CITY DEPARTMENT GENERAL CONTACT INFORMATION

Building Inspection Department	(972) 771-7709	[Fax] (972) 771-7748
Engineering/Public Works Department	(972) 771-7746	[Fax] (972) 771-7748
Fire Department	(972) 771-7770	[Fax] (972) 771-7772
Parks and Recreation Department	(972) 771-7761	[Fax] (972) 771-7762
Planning & Zoning Department	(972) 771-7745	[Fax] (972) 771-7727
Police Department	(972) 771-7714	N/A

CITY STAFF CONTACT INFORMATION

Ryan Miller, AICP	Director of Planning	(972) 771-7745	rmiller@rockwall.com
David Gonzales, AICP	Senior Planner	(972) 771-7745	dgonzales@rockwall.com
Korey Brooks	Planner	(972) 771-7745	kbrooks@rockwall.com
Laura Morales	Planning Coordinator	(972) 771-7745	lmorales@rockwall.com
Amy Williams	City Engineer/Director of Public Works	(972) 771-7745	awilliams@rockwall.com
Jeremy White	Engineer	(972) 771-7746	jwhite@rockwall.com
Sarah Hager	Engineer	(972) 771-7746	shager@rockwall.com
Ariana Hargrove	Fire Marshal	(972) 771-7770	ahargrove@rockwall.com
John Ankrum	Building Inspections Supervisor	(972) 771-7709	jankrum@rockwall.com
Rusty McDowell	Plans Examiner	(972) 771-7709	jankrum@rockwall.com
Andy Hesser	Director of Parks & Recreation	(972) 771-7761	ahesser@rockwall.com

SCHOOL DISTRICT CONTACT INFORMATION

James Watson	RISD	(469) 698-7157	james.watson@rockwallisd.org
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FRANCHISE UTILITY CONTACT INFORMATION

Dinah Wood	Atmos Gas	(972) 485-6277	dinah.wood@atmosenergy.com
Stephen Geiger	Farmer's Electric	(903) 453-0531	sgeiger@farmerelectric.coop
Frank Spataro	Farmer's Electric	(903) 453-0583	fspataro@farmerelectric.coop
Randy Voight	Oncor Electric	(972) 551-7233	randy.voight@oncor.com
Phillip Dickerson	Oncor Electric	(972) 551-6712	phillip.dickerson@oncor.com
Chris Holmes	AT&T	(903) 457-2303	ch7658@att.net
Jim Friske	Charter Communication	(817) 298-3632	jim.friske@chartercom.com
Wayne Carter	Charter Communication	(817) 509-6272	wayne.carter@chartercom.com
Brenda Callaway	TXDOT	(972) 962-3617	bcallaw@dot.state.tx.us



STANDARD PLAT WORDING FOR FINAL PLATS AND REPLATS

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

GENERAL REFERENCE: CHAPTER 38, *SUBDIVISIONS*, OF THE MUNICIPAL CODE OF ORDINANCES

OWNER'S CERTIFICATION [PUBLIC DEDICATION]

STATE OF TEXAS
COUNTY OF ROCKWALL

WHEREAS [OWNER'S NAME], 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 NAME] 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 NAME] 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.

Property Owner Signature

**STATE OF TEXAS
COUNTY OF ROCKWALL**

Before me, the undersigned authority, on this day personally appeared **[PROPERTY OWNER]**, 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]** day of **[MONTH]**, **[YEAR]**.

Notary Public in and for the State of Texas

My Commission Expires

[IF APPLICABLE:]

Signature of Party with Mortgage or Lien Interest

**STATE OF TEXAS
COUNTY OF ROCKWALL**

Before me, the undersigned authority, on this day personally appeared **[PROPERTY OWNER]**, 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]** day of **[MONTH]**, **[YEAR]**.

Notary Public in and for the State of Texas

My Commission Expires

GENERAL NOTES

General Notes:

- 1) 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, **[Surveyor's 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.

Surveyor Signature

Registered Public Surveyor No.

STANDARD CITY SIGNATURE BLOCK

Planning & Zoning Commission, Chairman

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]** day of **[MONTH]**, **[YEAR]**.

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]** day of **[MONTH]**, **[YEAR]**.

Mayor, City of Rockwall

City Secretary

City Engineer

Rockwall County Judge

Date

ADMINISTRATIVE APPROVAL BLOCK FOR PLATS (E.G. MINOR & AMENDING) [USE IN LIEU OF THE STANDARD BLOCK]

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]** day of **[MONTH]**, **[YEAR]**.

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 & Zoning

City Engineer

PLAT FILING REQUIREMENTS [AFTER APPROVAL OF THE PLAT]

Final plats and replats must be filed with the County Clerk within 180 days of the City Council approval date or the plat will be considered void. If the plat is voided, it must be re-approved by the Planning & Zoning Commission and City Council.

All plats will be filed by City of Rockwall staff; however, the applicant is responsible for providing City staff with the appropriate plat information necessary to file the plat with the County Clerk. This includes three signed mylar sets (18" x 24") with current Tax Certificates and a check for the filing fees made payable to the Rockwall County Clerk. Tax Certificates can be obtained from the Rockwall County Appraisal District located at 841 Justin Road, Rockwall, Texas 75087.

FILING FEES:

Mylars: \$50.00 per page for the 1st set only (*No charge for additional sets*).

Tax Certificates: \$30.00 for the 1st certificate and \$4.00 for each additional certificate.



DEVELOPMENT PROCESS

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

STEP ONE

PRE-DEVELOPMENT MEETING



TIME: One (1) Day

The purpose of the Pre-Development Meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that the application will contain all the required information. Pre-development meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. We want the applicant to obtain an understanding of the next steps of the process, be made aware of any major issues, and understand which ordinances apply.

STEP TWO

ZONING/SPECIFIC USE PERMIT PROCESS



TIME: 45 Days

A requirement for a Specific Use Permit (SUP) or a change in zoning may be necessary to accommodate a proposed use or development. You may consult City staff to obtain zoning information at (972) 771-7745. Once you have determined the zoning classification of your property, consult the *Permissible Use Chart* located in Article IV, *Permissible Uses*, of the Unified Development Code located within the City's Municode (link on the City's website) for a list of permitted uses for each zoning classification. If your proposed use is not allowed in your current zoning classification or if it requires a Specific Use Permit (SUP), contact the Planning department about the possibility of a change in zoning.

STEP THREE

MASTER PLAT PROCESS



TIME: 30 Days

The purpose of a master plat is to delineate the sequence and timing of a development within a proposed subdivision. Additionally, master plats determine compliance with the City's Comprehensive Plan and the availability and capacity of public improvements need to serve a development. Approval of a master plat authorizes an applicant to submit an application for the approval of a preliminary subdivision plat. Please check with City staff to see if a master plat is required for a development proposal.

STEP FOUR

PRELIMINARY PLAT PROCESS



TIME: 30 Days

A preliminary plat is intended to provide sufficient information to evaluate and review the general design of a development and to ensure compliance with the City's Comprehensive Plan, Unified Development Code, Thoroughfare Plan, and the Subdivision Ordinance [*Chapter 38 of the Code of Ordinances*]. Additionally, when a master plat is required the preliminary plat must conform to the approved master plat.

STEP FIVE

SITE PLAN PROCESS



TIME: 30 Days

Generally, site plan approval is required for all new non-residential and multi-family residential developments (including parking lots) and expansions that enlarge the building footprint and/or parking area by more than 50%. Site plans will be reviewed for conformance with all zoning, subdivision and development regulations of the City.

STEP SIX

ENGINEERING PROCESS



TIME: 45 Days

Once a project has an approved site plan the project engineer may submit engineering plans to the Engineering Department. After the submittal the staff will prepare comments and relay these comments to the project engineer. Once all staff comments have been adequately addressed and plans have been revised to reflect these changes the plans will be released. For a full scope of the Engineering Departments scope of work and for copies of their application forms please visit the City of Rockwall's website at www.rockwall.com.

STEP SEVEN

FINAL PLAT PROCESS



TIME: 30 Days

After the preliminary plat has been tentatively approved by the city council, a final plat, in the form of a record, shall be prepared in accordance with the conditions of approval and submitted to the city's engineer and planning director for review and transmission to the city Planning & Zoning Commission for recommendation to City Council. Staff will be responsible for the filing of all plats with the County.

STEP EIGHT

BUILDING PERMIT PROCESS



TIME: 30 Days

Building permits are required before commencing site construction. A Certificate of Occupancy (CO) is issued to the business following the conclusion of your construction activities and must be issued before the facility may be occupied.



DEVELOPMENT BOARDS & COMMISSIONS

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

DEVELOPMENT REVIEW COMMITTEE (DRC):

The purpose of the Development Review Committee (DRC) is to review site plans, plats, zoning changes and Specific Use Permit (SUP) submittals to ensure compliance with all appropriate land development regulations and consistency with the Unified Development Code (UDC) and Comprehensive Plan. The DRC is composed of members of staff representing all the Development Services Departments within the City of Rockwall. DRC meetings are held on a need basis and not all projects are required to attend these meetings. The times for these meetings are generally scheduled on the same day as the Planning & Zoning Commission Work Session and the Architectural Review Board. If a project is subject to review at a DRC meeting, it may be in the applicant's interests to contact DRC members prior to the date of the meeting to discuss any issues. The numbers for staff members are listed within this packet on the *Development Contact Information Sheet*. To check to see if a DRC meeting will be required for your project please contact the Planning & Zoning Department at (972) 771-7745.

ARCHITECTURAL REVIEW BOARD (ARB):

The Architectural Review Board is a seven (7) member committee with the purpose of reviewing projects that lie within a Planned Development District or an Overlay District (i.e Scenic Overlay, SH 66 OV, IH-30 OV, SH 205 OV, FM 549 OV, SH 276 OV, etc). The ARB may require additional information 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 to see if your project will be required to be reviewed by the ARB.

The ARB holds their meetings at 5:00 PM in the City Council Meeting Room (adjacent to the City Council Chambers) on the same evening as the Planning & Zoning Commission Work Session. The ARB Chairman will generally provide the committee's recommendation directly to the Planning & Zoning Commission and applicant at the Planning & Zoning Commission Work Session.

PLANNING & ZONING COMMISSION (P&Z) [WORK SESSION & MEETING]:

The City of Rockwall Planning & Zoning Commission is a seven (7) member commission of appointed officials that holds their meetings at 6:00 PM in the City Council Chambers twice a 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 Commission's regularly scheduled 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.

(1) The Chairman will call the Commission to order. The minutes of the proceeding meeting shall be submitted for approval. (2) The Chairman shall direct attention to the items on the agenda. (3) The Commission will receive summary comments from Planning Staff. (4) The Chairman will declare the public hearing open if the item is a public hearing. (5) The Chairman will announce time for the applicant/representative to come forward to make comments and answer questions regarding the application. (6) 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.

CITY COUNCIL [1ST & 2ND READINGS]:

The City of Rockwall City Council has two meetings a month that are held at 6:00 PM on the 1st and 3rd Mondays of each month. The City Council is a legislative body that governs the City of Rockwall and is composed of seven (7) members including the Mayor, Mayor Pro-Tem, and five (5) council members. All members of the City Council are elected 'at large' since the City of Rockwall is not split up into specific precincts or districts for municipal elections. Certain cases may require the approval of the City Council (i.e. Zoning, Platting, and Site Plan [w/ variances] Cases). In most platting and variance cases, one (1) City Council meeting will be required for approval; however, in cases where a project has an ordinance associated with it a second City Council meeting will be required to have a second reading of the ordinance to satisfy state and local requirements (this is most common with Zoning Cases).

For Questions Concerning this Information Please Contact the Planning & Zoning Department at (972) 771-7745.

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MATERIAL SAMPLE BOARD STANDARDS

City of Rockwall
Planning and Zoning Department
385 S. Goliad Street
Rockwall, Texas 75087

SAMPLE BOARD GUIDELINES

These guidelines are to be used in the preparation of Material Sample Boards for review by the Architectural Review Board (ARB). Additionally, Material Sample Boards may be used by the Planning & Zoning Commission and/or City Council at public hearings. The guidelines also identify additional information that may be needed to demonstrate aspects of a new development project, including proposed modifications to existing developments.

An example of a Material Sample Board (*Figure 1.1*) is on the back of this form. The Material Sample Board must be submitted as part of the Site Plan packet prior to deeming the formal application complete. For assistance in the preparation of this exhibit, please call (972) 771-7745 or email us at planning@rockwall.com.

MATERIAL SAMPLE BOARD STANDARDS

All Material Sample Boards are preferred to be no larger than 11" x 17" in size; however, no board should be larger than 24" x 36". One or more Material Sample Boards may be necessary to reflect all proposed colors and materials for the project. Material Sample Boards must include the following:

1. **TITLE BLOCK.** The Title Block must be located in the lower right hand corner and include the name, phone number and address of the applicant and owner, address or location of the project, project case number blank (your Case Manager will write in the case number at the time of submittal), and the date of latest revision.
2. **LEGEND.** The legend must include a description of all symbols used to identify colors and materials.
3. **MATERIAL SAMPLES.**
 - a. Provide actual samples of all materials proposed for the building. Exterior material samples must show finishes with colors for walls, fascia, trim, etc.; style and color of roofing material; glass used for windows and doors; color of window mullions; and related exterior materials.
 - b. A brochure or photograph may be used if an actual material sample is not available and if it is an accurate representation of the material to be used.
4. **COLOR PAINT SAMPLES.** Provide color samples for all exterior surfaces and materials. Colors must be provided for walls, roofing, window trim, doors, masonry, and other exterior colors. A brochure or photograph may be used if it is an accurate representation of the color to be used.

CONSISTENCY BETWEEN MATERIALS SAMPLE BOARD AND COLORED ELEVATION PLAN

The sample of the color must be an accurate representation of the proposed color to be used on a particular improvement. The colors depicted on the Materials Sample Board must be the same as the colors used on the colored building elevations.

Figure 1.1: Sample Board

			<table border="1"> <tr> <td>Applicant Information</td> </tr> <tr> <td>Name</td> </tr> <tr> <td>Company</td> </tr> <tr> <td>Address</td> </tr> <tr> <td>Phone</td> </tr> <tr> <td>Email</td> </tr> </table>	Applicant Information	Name	Company	Address	Phone	Email
Applicant Information									
Name									
Company									
Address									
Phone									
Email									
		<table border="1"> <tr> <td>Owner Information</td> </tr> <tr> <td>Name</td> </tr> <tr> <td>Company</td> </tr> <tr> <td>Address</td> </tr> <tr> <td>Phone</td> </tr> <tr> <td>Email</td> </tr> </table>	Owner Information	Name	Company	Address	Phone	Email	
Owner Information									
Name									
Company									
Address									
Phone									
Email									
			<table border="1"> <tr> <td>Project Name</td> </tr> <tr> <td>Case Number</td> </tr> </table>	Project Name	Case Number				
Project Name									
Case Number									

11"

17"



CHECKLIST FOR PLAT SUBMITTALS

City of Rockwall
 Planning and Zoning Department
 385 S. Goliad Street
 Rockwall, Texas 75087

Case Type:

- Minor/Amending Plat Replat
 Final Plat Preliminary Plat
 Master Plat Vacation Plat

Case Number

Reviewed By:

Review Date:

NOTES: The requirements listed below are based on the case type, which is indicated in the '[]' below the requirement description. On the checklist below a Replat, Minor Subdivision Plat, and Vacation Plat would be required to meet all the same requirements as a Final Plat.

Requirements	✓= OK	N/A	Comments
Case Number [Final Plat, Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	The case number will be provided by staff and placed in the lower right hand corner of all new submittals.
Items Necessary for Plat Review:			
✓ Plat	<input type="checkbox"/>	<input type="checkbox"/>	[Final Plat, Preliminary Plat & Master Plat]
✓ Treescape Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable [Final Plat & Preliminary Plat]
✓ Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable [Final Plat & Preliminary Plat]
✓ Plat Reinstatement Request	<input type="checkbox"/>	<input type="checkbox"/>	Check w/ Planning Staff
Submittal Requirements [Final Plat, Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Four (4) large (18" x 24") folded copies and one (1) PDF digital copy of each plat is required at the time of submittal.
Engineering Information [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Provide accurate plat dimensions with all engineering information necessary to reproduce the plat on the ground. ENGINEERING SUBMITTAL AND APPROVAL REQUIRED PRIOR TO SUBMITTING AN APPLICATION FOR FINAL PLAT.
Title Block:			
Type of Plat [Master, Preliminary, Final or Replat]			
Subdivision Name (Proposed or Approved)			
Lot / Block Designation	<input type="checkbox"/>	<input type="checkbox"/>	Provide the title block information in the lower right hand corner.
Number of Lots (Proposed)			
Total Acreage			
City, State, County			
Owner, Developer, and/or Surveyor/Engineer (Name/Address/Phone Number/Date of Preparation) [Final Plat & Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	This includes the names and addresses of the sub dividers, record owner, land planner, engineer and/or surveyor. The date of plat preparation should also be put in the lower right hand corner.
Survey Monuments/State Plane Coordinates [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	The location of the development is required to be tied to a Rockwall monument, or tie two (2) corners to state plan coordinates (NAD 83 State Plane Texas, North Central [7202], US Survey Feet).
Vicinity Map [Final Plat & Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	A Vicinity Map should show the boundaries of the proposed subdivision relative to the rest of the city.
North Point [Final Plat & Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	The north point or north arrow must be facing true north (or straight up) on all plans, unless the scale of the drawings or scope of the project requires a different position.
Numeric and Graphic Scale [Final Plat & Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Plats should be drawn to an Engineering Scale of 1"=50', 1"=100', etc...
Subdivision (Boundary, Acreage, and Square Footage) [Final Plat, Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the subdivision boundary lines, and acreage and square footage. For Master Plats provide a schematic layout of the entire tract to be subdivided, any remainder tracts and its relationship to adjacent property and existing adjoining developments.
Lot and Block (Designation, Width, Depth and Area) [Final Plat & Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Identification of each lot and block by number or letter. For each lot indicate the square footage and acreage or provide a calculation sheet. Also provide a lot count.
Dwelling Units/Population Density [Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the proposed number of dwelling units and population densities.
Building Setbacks [Final Plat & Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Label the building lines where adjacent to a street.
Easements [Final Plat & Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Label all existing and proposed easements relative to the site and include the type, purpose and width.

City Limits <i>[Final Plat, Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location of the City Limits, contiguous or within the platting area.
Utilities (P)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the locations of all existing and proposed utilities. Include the size and type of each.
Property Lines <i>[Final Plat, Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Provide all the proposed and platted property lines.
Streets <i>[Final Plat, Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Label all proposed and existing streets with the proposed or approved names. For Master Plats indicate the existing arterials and collector streets to serve the land to be platted consistent with the Thoroughfare Plan or proposed amendments.
Right-Of-Way and Centerline <i>[Final Plat, Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Label the right-of-way width and street centerline for each street both within and adjacent to the development.
Additional Right-Of-Way <i>[Final Plat & Preliminary Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and dimensions of any proposed right-of-way dedication.
Corner Clips <i>[Final Plat & Preliminary Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all existing and proposed corner clips and any subsequent dedication.
Median Openings <i>[Preliminary Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Locate and identify existing and/or proposed median openings and left turn channelization.
Topographical Contours <i>[Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Topographical information and physical features to include contours at 2-foot intervals.
Flood Elevations <i>[Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Show 100-Year & 50-Year floodplain and floodway boundaries (if applicable).
Drainage Areas <i>[Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Show all drainage areas and all proposed storm drainages areas with sizes if applicable.
Wooded Areas <i>[Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the boundaries of all adjacent wooded areas.
Zoning and Land Use Information <i>[Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all proposed land uses, and existing and proposed zoning classifications. For Master Plats indicate the proposed major categories of land use.
Existing Man-Made Features <i>[Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all 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 plans.
Parks and Open Space <i>[Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the dimensions, names and description of all parks and open spaces, both existing and proposed. For Master Plats also indicate schools and other public uses as consistent with those shown in the comprehensive plan.
Proposed Improvements <i>[Preliminary Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate how the proposed improvements would relate to those in the surrounding area.
Water Sources <i>[Preliminary Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate water sources inside the city limits or in the extraterritorial jurisdiction (ETJ).
Sewage Disposal <i>[Preliminary Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate sewage disposal method inside the city limits or in the extraterritorial jurisdiction (ETJ).
Adjacent Properties <i>[Final Plat & Preliminary Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Record owners of contiguous parcels of subdivided land, names and lot patterns of contiguous subdivisions, approved Concept Plans, reference recorded subdivision plats adjoining platted land by record name and by deed record volume and page.
Phasing Plan <i>[Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	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 plan.
Dedication <i>[Final Plat, Preliminary Plat & Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the boundary lines, dimensions and descriptions, of spaces to be dedicated for public use of the inhabitants of the development.
Statement of Service <i>[Master Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Provide 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.
Standard Plat Wording <i>[Final Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Provide the appropriate plat wording provided in the application packet that details the 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 grade.
Legal Description <i>[Final Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Place the Legal Description (Metes and Bounds Description/Field Notes) where indicated in the Owner's Certificate per the application packet.
Storm Drainage Improvements Statement <i>[Final Plat]</i>	<input type="checkbox"/>	<input type="checkbox"/>	Provide the appropriate statement of developer responsibility for storm drainage improvements found in the application packet.

Dedication Language [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Provide the instrument of dedication or adoption signed by the owners, which is provided in the application packet.
Seal/Signature [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Required to have the seal and signature of surveyor responsible for the surveying the development and/or the preparation of the plat.
Public Improvement Statement [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Proved the appropriate statement indicating that no building permits will be issued until all public improvements are accepted by the City as provided in the application packet.
Plat Approval Signatures [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Provide a space for signatures attesting approval of the plat.
Compliance with Preliminary Plat [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Does the plat comply with all the special requirements developed in the preliminary plat review?
Review Plans with Franchise Utility Companies [Final Plat, Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Review the proposed plans and plat with electric, gas, cable and phone companies.

Applicant and Staff Checklist

- Initial Contact [Final Plat, Preliminary Plat & Master Plat]:** 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).
- Pre-Development Meeting [Final Plat, Preliminary Plat & Master Plat]:** 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.
Date: ___/___/___

- Prepare Plat for Submittal [Final Plat, Preliminary Plat & Master Plat]:** Hire surveyor to prepare plat and if required, Civil Engineer for preparation of preliminary engineering plans. **[FOR FINAL PLATS ONLY: Engineering plans must be submitted and approved prior to final plat applications]**
- Submit [Final Plat, Preliminary Plat & Master Plat]:** Submit application form, fees and required copies of plat.
Date: ___/___/___
- Submit Electronic Files and Survey Closure Report:** In addition to the application form, fees and required copies of the plat all plat submittals require one (1) digital copy of the plat in .pdf format and one (1) survey boundary closure report. All digital submittals are to be in NAD 83 State Plane, Texas North Central (4202), US Survey Feet.
Date: ___/___/___
- DRC Meeting [Final Plat, Preliminary Plat & Master Plat]:** Staff reviews submitted plat and plans with applicants. Written comments to be provided to applicant(s) at this meeting.
Date: ___/___/___
- Planning and Zoning Work Session [Final Plat, Preliminary Plat & Master Plat]:** The plans are reviewed and discussed by the Planning & Zoning Commission.
Date: ___/___/___

- Plat Changes and Corrections [Final Plat, Preliminary Plat & Master Plat]:** Based on staff review, changes and corrections will be reviewed with the applicant or representative. Revised plans must be submitted in **ELECTRONIC (E.G. PDF) FORMAT** the Tuesday prior to the Planning & Zoning Commission public hearing.
Date: ___/___/___
- Planning and Zoning Meeting [Final Plat, Preliminary Plat & Master Plat]:** Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration.
Date: ___/___/___
1st _____
2nd _____
Vote: ___ For, ___ Against; ___ Abstaining, ___ Absent (____).

- City Council Consideration [Final Plat, Preliminary Plat & Master Plat]:** Revised plans and staff reports are sent to the City Council for consideration.

Date: ___ / ___ / ___

1st _____

2nd _____

Vote: ___ For, ___ Against; ___ Abstaining, ___ Absent (_____).

- Proceed w/ Preliminary Plat [Master Plat]:** Applicant may submit application(s) for Preliminary Plat; or
- Submittal and Approval of Engineering Plans [Preliminary Plat]:** Final Plat application will not be accepted until full engineering plans have been submitted and approved by City Engineer. Once approved the applicant may submit application(s) for Preliminary Plat; or
- Submit Mylars for Filing with County Clerk/Submit Electronic Files [Final Plat]:** Submit mylars with appropriate signatures of owners and surveyors and submit one (1) AutoCAD .dwg, .dxf, or ESRI .shp file, and one (1) survey boundary closure report to the Planning Department.

GENERAL NOTES:



CHECKLIST FOR SITE PLAN SUBMITTALS

City of Rockwall
 Planning and Zoning Department
 385 S. Goliad Street
 Rockwall, Texas 75087

CASE NUMBER:

OVERLAY DISTRICT:

REVIEWED BY:

REVIEW DATE:

1.1 GENERAL INFORMATION FOR ALL PLANS SUBMITTED

Requirements	✓= OK	N/A	Comments	UDC Reference
Items Necessary for Site Plan Review:				<i>Per Application</i>
✓ Site Plan	<input type="checkbox"/>	<input type="checkbox"/>		-
✓ Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>		-
✓ Treescape Plan	<input type="checkbox"/>	<input type="checkbox"/>		-
✓ Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>		-
✓ Building Elevations	<input type="checkbox"/>	<input type="checkbox"/>		-
Building Material Sample Board and/or Color Rendering of Building Elevations	<input type="checkbox"/>	<input type="checkbox"/>	If required the sample board should detail all building materials, with each material clearly labeled and indicating manufacturer info, color, etc. Check with Planning Staff to see which is appropriate for the submitted project.	-
Submittal Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Four (4) large (24" x 36") folded copies and one (1) PDF digital copy of each plan is required at the time of submittal.	-
Is the property properly platted?	<input type="checkbox"/>	<input type="checkbox"/>	Indicate if the property has been properly platted.	-
Title Block (Project Name, Legal Description and/or Address)	<input type="checkbox"/>	<input type="checkbox"/>	The title block is to be located in the lower right hand corner of all sheets and contain the project name, street address, and/or the lot and block designation.	-
Case Number	<input type="checkbox"/>	<input type="checkbox"/>	The case number should be placed in the lower right hand corner below the title block of all sheets.	-
Owners (Name, Address, and Phone Number)	<input type="checkbox"/>	<input type="checkbox"/>	The owners name, address, and phone number are required to be in the lower right hand corner left of the title block.	-
Developer (Name, Address, and Phone Number)	<input type="checkbox"/>	<input type="checkbox"/>	The name, address, and phone number of the person or company that prepared the plans are required in the lower right hand corner left of the title block.	-
North Point	<input type="checkbox"/>	<input type="checkbox"/>	The north point or north arrow must be facing true north (or straight up) on all plans, unless the scale of the drawings or scope of the project requires a different position.	-
Numeric and Graphic Scale	<input type="checkbox"/>	<input type="checkbox"/>	The recommended engineering scales are 1"=20', 1"=40', etc ... with a maximum of 1"=100'.	-
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	The vicinity map should locate the site relative to the nearest major roadways in a one-half mile radius.	-
Date	<input type="checkbox"/>	<input type="checkbox"/>	The date that the plans were prepared is required on all submittals.	-
Proposed Land Use:			Indicate the proposed use for this site. Additionally, indicate the proposed use for all structures.	-
✓ Commercial	<input type="checkbox"/>	<input type="checkbox"/>	Land Uses Permitted in the RO, NS, GR, C, DT, RC & Designated Planned Development District Ordinances.	-
✓ Industrial	<input type="checkbox"/>	<input type="checkbox"/>	Land Uses Permitted in the RT, LI, HI & Designated Planned Development District Ordinances.	-

2.1 SITE PLAN: MISCELLANEOUS AND DENSITY & DIMENSIONAL INFORMATION

Requirements	✓= OK	N/A	Comments	UDC Reference
Total Lot or Site Area (Acreage and Square Footage)	<input type="checkbox"/>	<input type="checkbox"/>	If the site is part of a larger tract include a key map showing the entire tract of land and the location of the site being planned.	-
Perimeter Dimensions of the Site	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the perimeter dimensions of the site in feet.	-
Buildings (Square Footage)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and total square footage of all existing and planned buildings on the site.	-
Perimeter Dimensions of all Buildings	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the wall lengths of all buildings on the site.	-
Distance Between Buildings	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the distance between all existing and planned buildings located on the site.	-
Distance Between Buildings and Property Lines	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the distance between all property lines and existing and planned buildings located on the site.	-
Indicate all Property Lines	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all existing property lines. If the site plan requires a platting case that will alter the property lines show the proposed changes in a different line weight.	-
Indicate all Building Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all building setbacks adjacent to right-of-way.	-
Indicate all Easements	<input type="checkbox"/>	<input type="checkbox"/>	Additionally, indicate all utilities both existing and proposed.	-
Indicate all Drive/Turning Radii	<input type="checkbox"/>	<input type="checkbox"/>		-
Indicate all Drive Widths	<input type="checkbox"/>	<input type="checkbox"/>		-
Indicate all Fire Lanes	<input type="checkbox"/>	<input type="checkbox"/>	Indicate and label the widths of all fire lanes existing and proposed for the site.	-
Indicate location of all Fire Hydrants	<input type="checkbox"/>	<input type="checkbox"/>		-
Indicate all Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	Indicate and label the widths of all sidewalks existing and proposed for the site.	-
Adjacent Street Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>	Reference the City's Master Transportation Plan for right-of-way information.	-
Label all Adjacent Street Name	<input type="checkbox"/>	<input type="checkbox"/>	Label all adjacent existing and proposed street names.	-
Adjacent Street Centerlines	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the street centerline for all existing and proposed streets.	-
Median Breaks in Adjacent Streets	<input type="checkbox"/>	<input type="checkbox"/>		-

2.2 SITE PLAN: PARKING INFORMATION

Requirements	✓= OK	N/A	Comments	UDC Reference
Dimension of a Typical Parking Space	<input type="checkbox"/>	<input type="checkbox"/>	See the comment section in <i>Adequate Parking and Maneuvering</i> below.	-
Parking Table	<input type="checkbox"/>	<input type="checkbox"/>	Provide parking table indicating the total number of required parking spaces by use, the total number of required handicapped parking spaces and the total parking provided.	-
Handicap Parking Spaces Shown	<input type="checkbox"/>	<input type="checkbox"/>		Art. VI 5.4
Adequate Parking	<input type="checkbox"/>	<input type="checkbox"/>	<i>Reference Table 3 of Article VI.</i>	Art. VI Table 3
Adequate Parking and Maneuvering	<input type="checkbox"/>	<input type="checkbox"/>	All parking spaces and aisle dimensions shall conform to the off-street parking requirements in section 2.19 of the City's Standards of Design and Construction (<i>Check w/ the Engineering Department</i>).	Art. VI 5.3.C
Adequate Loading Area	<input type="checkbox"/>	<input type="checkbox"/>	Loading spaces shall be a minimum of 12 feet in width, 65 feet in length, and 14 feet in height except as may otherwise be approved by the city engineer (<i>Art. VI 6.5 Loading Requirements</i>).	Art. VI 6.4
Adequate Loading Maneuvering	<input type="checkbox"/>	<input type="checkbox"/>		Art. VI 6
Type and Depth of Paving Material	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the type and depth of the paving material and provide a detail or cut-sheet. All required parking and loading areas shall be constructed of concrete, but may have a surface treatment of brick, stone or other similar material.	Art. VI 3.2

2.3 SITE PLAN: SIGNAGE

Requirements	√= OK	N/A	Comments	UDC Reference
NOTE: All signage shall conform to Chapter 32 of the Rockwall Municipal Code of Ordinance, unless otherwise specified in an Overlay District or Planned Development District with specific signage requirements.				
Proposed or Existing Signage	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and type of all proposed and/or existing signage on the site plan. Additionally, provide a detail or cut-sheet showing the elevations, lighting and dimensions of the proposed signage.	-

2.4 SITE PLAN: SCREENING

Requirements	√= OK	N/A	Comments	UDC Reference
Indicate the Type and Location of any Existing and/or Proposed Fences	<input type="checkbox"/>	<input type="checkbox"/>	Label the height and type of fence proposed or existing. All fencing shall conform to Chapter 10, Article XI of the Code of Ordinances.	Art. V 1.5.7
Utility Equipment Screening (Pad or Ground Mounted)	<input type="checkbox"/>	<input type="checkbox"/>	Pad mounted utility equipment, and air conditioning units, shall be screened from horizontal view from any adjacent public street and from any adjacent property. Utility equipment and air conditioning units shall be screened utilizing plantings, berms, or walls matching the main structure.	Art. V 1.5.3
Utility Equipment Screening (Roof Mounted)	<input type="checkbox"/>	<input type="checkbox"/>	All buildings must be designed such that no roof mounted mechanical equipment, HVAC, or satellite dishes shall be visible from any direction.	Art. V 1.5.3
Above Ground Storage Tanks	<input type="checkbox"/>	<input type="checkbox"/>	Aboveground storage tanks shall be screened utilizing plantings, berms, or walls matching the main structure.	Art. V 1.5.4
Dumpster Screening	<input type="checkbox"/>	<input type="checkbox"/>	Dumpster storage should be located to the rear of the buildings with proper access. Trash dumpster shall not be located in any required parking space and shall allow proper access by service trucks. The minimum enclosure area shall be 12'x10'. A minimum of 6" bollards will be required at potential impact zones and the pad site shall be paved to city standards.	Art. V 1.5.2
Outside Storage	<input type="checkbox"/>	<input type="checkbox"/>		
Off-Street Loading Dock Screening	<input type="checkbox"/>	<input type="checkbox"/>	Off-street loading docks must be screened from all public streets and any residential district that abuts or is directly across a public street or alley from the lot. The screening must be at least six feet in height and may be provided by using a masonry fence, berms, plantings or a combination of the above.	Art. V 1.5.1
Residential Adjacency Standards	<input type="checkbox"/>	<input type="checkbox"/>	The director may require wing walls, landscape screens, changes in building orientation, and/or other architectural elements to minimize the impact of uses adjacent to residential property within 150 feet (also reference Art. VIII 5.2).	Art. V 1.6

3.1 LANDSCAPE PLAN

Requirements	√= OK	N/A	Comments	UDC Reference
Provide Site Data	<input type="checkbox"/>	<input type="checkbox"/>	Provide the same site data information required in Section 2.1 Site Plan: Miscellaneous and Density and Dimensional Requirements of this checklist.	Art. VIII 4.3
Impervious Area vs. Landscape/Open Space Area Provided and Required (As Per Zoning District)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the applicable zoning district the percentage of landscaping required and provided, and the impervious area vs. the amount of landscaping and open spaces required and provided.	Art. VIII 5.12
Landscape Table	<input type="checkbox"/>	<input type="checkbox"/>	Provide a landscape table showing plant materials, quantities, size and spacing for existing and proposed landscaping. Complete description of plant materials shown on the plan, including names, locations, qualities, container or caliper sizes at installation, heights, spread, and spacing requirements should also be listed on the plan.	Art. VIII 4.3

Indicate all Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the locations of all existing and proposed landscaping.	-
Location of Water Courses and Significant Drainage Features	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the locations of all existing and/or proposed water courses and the location of any existing and/or proposed significant drainage features.	Art. VIII 4.3
Indicate all Landscape Buffers	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the locations and dimensions of the required landscape buffers.	Art. VIII 5.1
Acceptable Landscape Materials:				Art. VIII 5.3
✓ Trees allowed in Street Landscape Buffers	<input type="checkbox"/>	<input type="checkbox"/>	Cedar Elm, Texas Red Oak, Homestead Elm, Lace Bark Elm, Bald Cypress, Chinese Pistachio, October Glory Maple, Pecan, Texas Ash, Live Oak, Chinquapin Oak, and Burr Oak (Understory Trees: Texas Redbud, Mexican Plum, Downy Hawthorn, Wax Myrtle, Yaupon, and Deciduous Yaupon)	Art. VIII 5.3.E
✓ Trees not allowed in Landscape Buffers	<input type="checkbox"/>	<input type="checkbox"/>	Silver Maple, Box Elder, Mimosa, Catalpa, Hackberry, Sugarberry, Honey Locust, Tulip Tree, Chinaberry, Sycamore, Cottonwood, Willows, American Elm, Siberian Elm, Jerusalem Thorn/Petuma, Bois D'Arc, Flowering Crabapple Tree, Ginko Tree, Peach/Plum, Mulberry, Texas Mountain Laurel, Lilac Chaste Tree, and Pine Tree.	Art. VIII 5.3.F
Protected Trees (To Remain On Site)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and provide a description by type and size of all existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and a drip line of said tress shall be protected prior to and during all construction, including dirt work.	Art. IX 3
Parking Lot Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including the information as to the amount (in sq. ft.) of landscape area to be provided internal to parking areas, the total square included in the parking area, and the number and location of required off-street parking and loading spaces.	Art. VIII 5.9
Location of all Site Amenities	<input type="checkbox"/>	<input type="checkbox"/>	Identify the size, height, location, and material of proposed seating, lighting, planter's sculptures, water features and landscape paving and other public amenities.	Art. VIII 4.3
Identify Visibility Triangles	<input type="checkbox"/>	<input type="checkbox"/>	Identify visibility triangles on all lots for all driveway intersections and public streets.	
Street Trees	<input type="checkbox"/>	<input type="checkbox"/>	Large trees (a species which normally reaches a height of 30 feet or more upon maturity) shall be provided in the required street landscape buffer in numbers equal to one (1) tree for every 50 feet of street frontage.	Art. VIII 5.7
Tree Locations	<input type="checkbox"/>	<input type="checkbox"/>	Trees must be planted at least five feet from water, sewer and storm sewer lines.	Art. VIII 4.3
Irrigation Requirements Note	<input type="checkbox"/>	<input type="checkbox"/>	Provide note indicating irrigation will meet requirements of UDC.	Art. VIII 5.5

4.1 TREESCAPE PLAN

Requirements	✓= OK	N/A	Comments	UDC Reference
Provide Site Data	<input type="checkbox"/>	<input type="checkbox"/>	Provide the same site data information required in Section 2.1 Site Plan: Miscellaneous and Density and Dimensional Requirements of this checklist.	-
Buildings	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location of all existing or proposed structures, and/or the building pads as shown on the grading plan.	-
Indicate all Site Elevations, Grades, Major Contours and the Limits of Construction	<input type="checkbox"/>	<input type="checkbox"/>		Art. IX 3
Protected Trees (To Remain On Site)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and provide a description by type and size of all existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and a drip line of said tress shall be protected prior to and during all construction, including dirt work.	Art. IX 3

Protected Trees (To be Removed from the Site)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location of all protected trees (4" or larger) that are to be removed from the site and the proposed locations of all replacement trees.	Art. IX 3
Treescape Table	<input type="checkbox"/>	<input type="checkbox"/>	Provide a table showing the total inches of trees to be removed and the total inches of trees to be replaced.	Art. IX 3

5.1 PHOTOMETRIC AND LIGHTING PLANS

Requirements	✓= OK	N/A	Comments	UDC Reference
Provide Site Data	<input type="checkbox"/>	<input type="checkbox"/>	Provide the same site data information required in Section 2.1 Site Plan: Miscellaneous and Density and Dimensional Requirements of this checklist.	-
Indicate Lighting Levels (in Foot Candles [FC])	<input type="checkbox"/>	<input type="checkbox"/>	Show lighting levels in foot-candles (FC) measured throughout the site and extended to all property lines of the subject property.	Art. VII 3.4
Adjacent Property with Common Lot Lines:				Art. VII 3.3
✓ Residential Use	<input type="checkbox"/>	<input type="checkbox"/>	The allowable maximum light intensity measured at the property line of a residential property shall be 0.2 of one foot candle.	Art. VII 3.3.B
✓ Commercial Use	<input type="checkbox"/>	<input type="checkbox"/>	The allowable maximum light intensity measured at the property line of a non-residential property shall be 0.2 of one foot candle. <i>Subject to requirements in Art. VII 3.3.C.</i>	Art. VII 3.3.C
Under-Canopy Lighting	<input type="checkbox"/>	<input type="checkbox"/>	Under canopy lighting (i.e. fuel stations, drive through lanes and covered parking structures) shall not exceed 0.35 of one foot candle (with the exception below).	Art. VII 3.3.G.1
Lighting for Motor Vehicle Dealerships	<input type="checkbox"/>	<input type="checkbox"/>	Shall not exceed 0.3 of one foot candle within the front yard of the development. The remainder will comply with the 0.2 of one foot candle.	Art. VII 3.3.G.2
Lighting in Parking Areas	<input type="checkbox"/>	<input type="checkbox"/>	Parking areas are not to exceed a maintained average of 1.5 foot candles at ground level, and shall distribute not more than 0.2 of one foot candle of light upon any adjacent property.	Art. VI 3.4.A
Indicate all Exterior Lighting	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and type of all exterior lighting, including pole mounted, wall-mounted, signage, etc.	
Indicate the Mounting Height for all Proposed Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	No light pole, base or combination thereof shall exceed 30 feet, unless further restricted within an Overlay District.	Art. VII 3.3.D
Indicate the Wattage of all Light Sources	<input type="checkbox"/>	<input type="checkbox"/>		
Proposed Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	Provide elevation drawings and/or cut-sheets of proposed light fixtures on/with photometric plan.	-

6.1 BUILDING ELEVATIONS: NON-INDUSTRIAL

Requirements	✓= OK	N/A	Comments	UDC Reference
NOTE: Specific Zoning and Overlay Districts may have additional design and material requirements.				
Provide Exterior Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<u>North</u> <u>South</u> <u>East</u> <u>West</u> (Circle all that apply)	-
Indicate Exterior Elevations Adjacent to Public Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>	<u>North</u> <u>South</u> <u>East</u> <u>West</u> (Circle all that apply)	-
90% Masonry Requirement	<input type="checkbox"/>	<input type="checkbox"/>	For Buildings less than 25,000 Sq. Ft.: Exterior walls should consist of 90% masonry materials excluding doors and windows. For Buildings greater than 25,000 Sq. Ft.: 90% of exterior walls shall consist of brick, stone, split faced CMU, plaster, stucco or a combination of.	Art. 4.1.A.1 Art.4.1.D.2
Indicate Amount and Location of the 20% (of the 90%) Stone Requirement.	<input type="checkbox"/>	<input type="checkbox"/>	Applies to facades that are visible from a public right-of-way and/or open space.	Art. 4.1.A.1
Indicate the Surface Area of Each Facade	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the surface area (square feet) of each façade and the percentage and square footage of each material used on that façade.	-
Proposed Building Materials	<input type="checkbox"/>	<input type="checkbox"/>	Specifications and description of all proposed building materials, on all proposed buildings.	-
Indicate the Roofing Materials and Color	<input type="checkbox"/>	<input type="checkbox"/>		-

Indicate Parapet Wall Height (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	If applicable indicate the parapet wall by dashing in the top of roof deck.	-
Indicate all Roof Mounted Mechanical Equipment (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	If applicable indicate any proposed roof mounted mechanical equipment and indicate how these will be screened from view.	-
Indicate Any Additional Design Elements Proposed (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate any additional design elements for the base, walls, or parapets (such as cornice, arcades, and covered walkways/windows). Be sure to include the location, size, color, and material of any proposed structure.	-
Indicate Building Height(s) [H]	<input type="checkbox"/>	<input type="checkbox"/>	The height of the building shall be measured from the average elevation of the finished grade along the front of the building to the highest point of the roof or parapet of the building if it is a flat, mansard or shed roof; or to the midpoint of the roof if it is gable, hip or gambrel roof.	Art. V 4.1.B.1
Minimum Standards for Articulation:				
Horizontal Articulation of Façades: Projecting Offset = 25% x (H) [Min. 5 Ft.] Length of Offset = 25% x (L) [Min. 15 Ft.] Distance Between* (L) = 3 x (H) [Max. 60 Ft.]	<input type="checkbox"/>	<input type="checkbox"/>	...should occur every _____ feet* in between an offset that projects out from the wall at = (H) _____ x 25% = _____. The length of the offset is = (L) _____ x 25% = _____. (* Minimum distance between projections is 60')	Art. V 4.1.C.1.a
Vertical Articulation of Façades: Height Extension = 25% x (H) [Min. 5 Ft.] Length of Extension = 25% x (L) [Min. 15 Ft.] Distance Between* (L) = 3 x (H) [Max. 60 Ft.]	<input type="checkbox"/>	<input type="checkbox"/>	...should occur every _____ feet in between the offset that extends above roof parapet at = (H) _____ x 25% = _____. The length of the height extension is = (L) _____ x 25% = _____. (* Minimum distance between extensions is 60')	Art. V 4.1.C.1.b

6.2 BUILDING ELEVATIONS: INDUSTRIAL

Requirements	✓= OK	N/A	Comments	UDC Reference
NOTE: Industrial buildings are subject to all the elements listed in Section 6.1 Building Elevations: Non-Industrial with the exception of the following standards.				
Minimum Standards for Articulation:				
Horizontal Articulation of Façades: Projecting Offset = 25% x (H) [Min. 5 Ft.] Length of Offset = 25% x (L) [Min. 20 Ft.] Distance Between* (L) = 4 x (H) [Max. 80 Ft.]	<input type="checkbox"/>	<input type="checkbox"/>	...should occur every _____ feet* in between an offset that projects out from the wall at = (H) _____ x 25% = _____. The length of the offset is = (L) _____ x 25% = _____. (* Minimum distance between projections is 80')	Art. V 5.C.1.a
Vertical Articulation of Façades: Height Extension = 25% x (H) [Min. 5 Ft.] Length of Extension = 25% x (L) [Min. 20 Ft.] Distance Between* (L) = 4 x (H) [Max. 80 Ft.]	<input type="checkbox"/>	<input type="checkbox"/>	...should occur every _____ feet in between the offset that extends above roof parapet at = (H) _____ x 25% = _____. The length of the height extension is = (L) _____ x 25% = _____. (* Minimum distance between extensions is 80')	Art. V 5.C.1.b

Pre-Development Meeting:

Date: ____/____/____

Administrative Site Plan/Public Hearing Site Plan

1) Is the property located within an Overlay District or a Planned Development District? YES NO

2) If yes which Overlay District or Planned Development District? _____

3) Is the applicant requesting appeals? YES NO

4) If yes note the appeals:

Planning & Zoning Work Session (Packet Due ___ / ___ / ___):

Date: ___ / ___ / ___

DRC Meeting

Date: ___ / ___ / ___

ARB Meeting

Date: ___ / ___ / ___

Planning and Zoning Meeting (Packet Due ___ / ___ / ___):

Date: ___ / ___ / ___

1st _____

2nd _____

Vote: ___ For, ___ Against; ___ Abstaining, ___ Absent (_____).

City Council Meeting (Packet Due ___ / ___ / ___):

Date: ___ / ___ / ___

1st _____

2nd _____

Vote: ___ For, ___ Against; ___ Abstaining, ___ Absent (_____).

GENERAL NOTES:
