

Development Process Guidelines



City of Rockwall
The New Horizon

*385 S. Goliad
Rockwall, Texas 75087
972-771-7700
www.rockwall.com*

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Development Process Guidelines

Introduction

Welcome to the City of Rockwall. We thank you for choosing Rockwall for locating your project. The need for planning, orderly growth and development is important to future development of the City of Rockwall. In order to ensure all applicants understand the development review process, the City has prepared the following packet and checklist outlining the steps necessary to make an application and proceed through the review process.

The nature of your project determines the process you will go through to obtain the necessary permits to complete your project. Simple projects may only require an over-the counter permit such as a building permit for a small shed in your backyard or a planning permit for cutting a tree or a simple sign change. All projects that require construction permits must have land use approvals through the Planning Department and building permits issued by the Building Department before any work begins. In addition, a Certificate of Occupancy must be issued before the facility may be occupied. A telephone call to the Planning Department and/or Building Department will help you determine the process needed to complete your project.

Concept Meeting

Prior to beginning the Development Process outlined in this document, you may request a concept meeting to identify and resolve any basic land use issues prior to the Pre-Application Meeting. The purpose of the initial concept meeting is to allow the City Staff to review the appropriateness of the proposed land use and zoning, to provide land use planning feedback to you, and to determine if the project should proceed into the formal submittal process. Once you begin preparing to submit an application, you would proceed with the Pre-Application Meeting.

Overview

This Development Review Guide is designed to help residents, owners, developers, and project designers understand the process for development projects in Rockwall. It will explain the step-by-step process, timeframe and permit fees for each step including:

1. Pre-application Meeting
2. Zoning Requirements
3. Preliminary Plat Requirements
4. Site Plan Requirements
5. Engineering Requirements, Permits, and associated Sub-Permits
6. Final Plat / Re-Plat Requirements
7. Building Requirements, Permits, and associated Sub-Permits

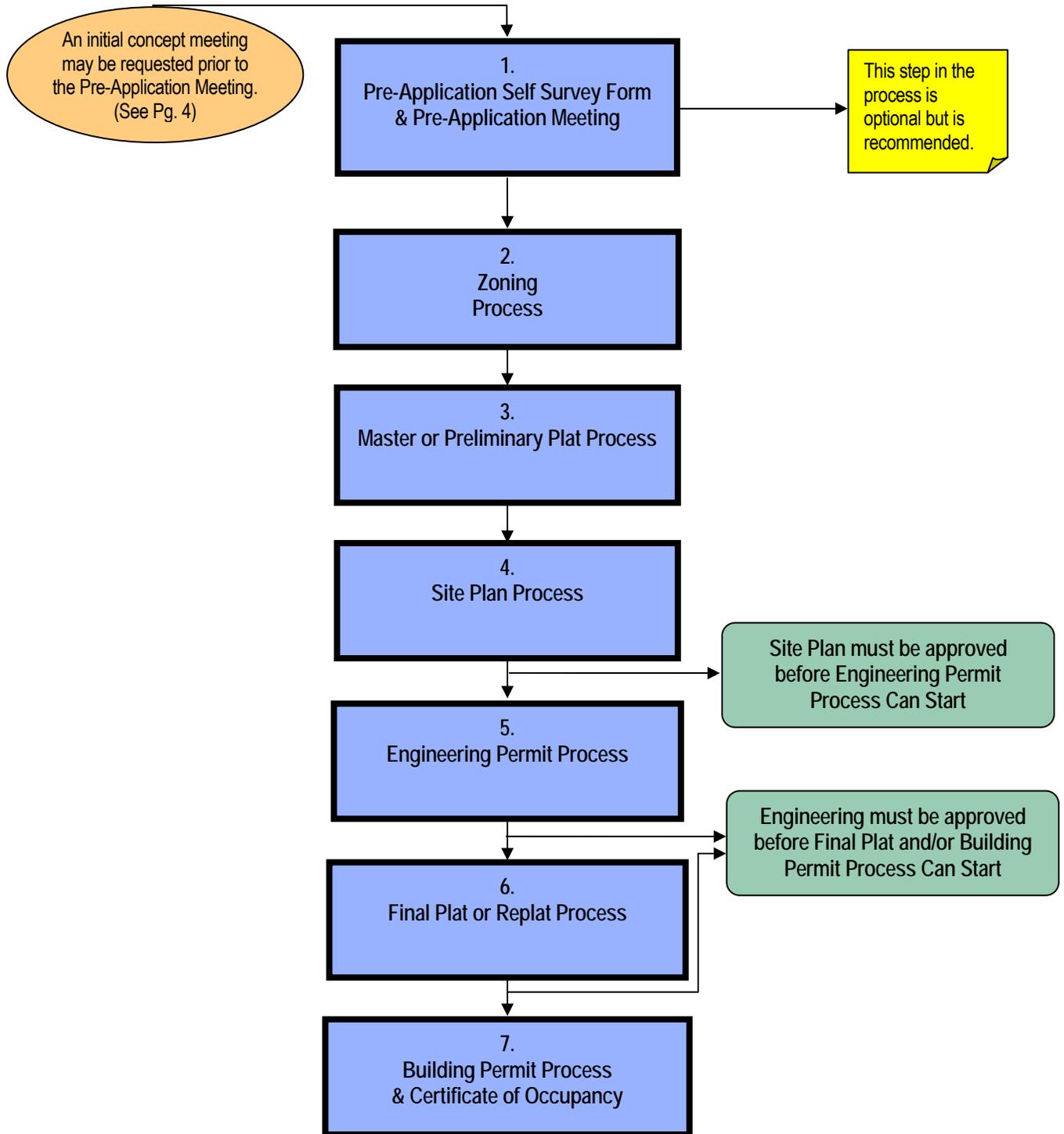
City staff is available to answer your questions or concerns as the project progresses through the process. The City of Rockwall City Place, in which Planning, Building, and Engineering Departments reside, is located at 385 South Goliad Street, Rockwall, 972-771-7700. The Fire Department Administration is located at 305 East Boydston, Rockwall, 972-771-7770, or visit us at <http://www.rockwall.com>.

We look forward to working with you to ensure your development experience in Rockwall is a pleasant one. Please visit our City web site for 24-hour information regarding City Code, permit requirements and forms, and other information regarding the development process. Specific links to pertinent information and people to contact will be provided throughout this document.

The Development Process Guidelines, and all of its attached documents, can be downloaded from the City's web site at: <http://www.rockwall.com>.

This document is a guide and does not replace, nor supersede any adopted codes, standards, ordinances, and regulations. Please refer to the applicable document for further guidance.

Development Process Flow Chart

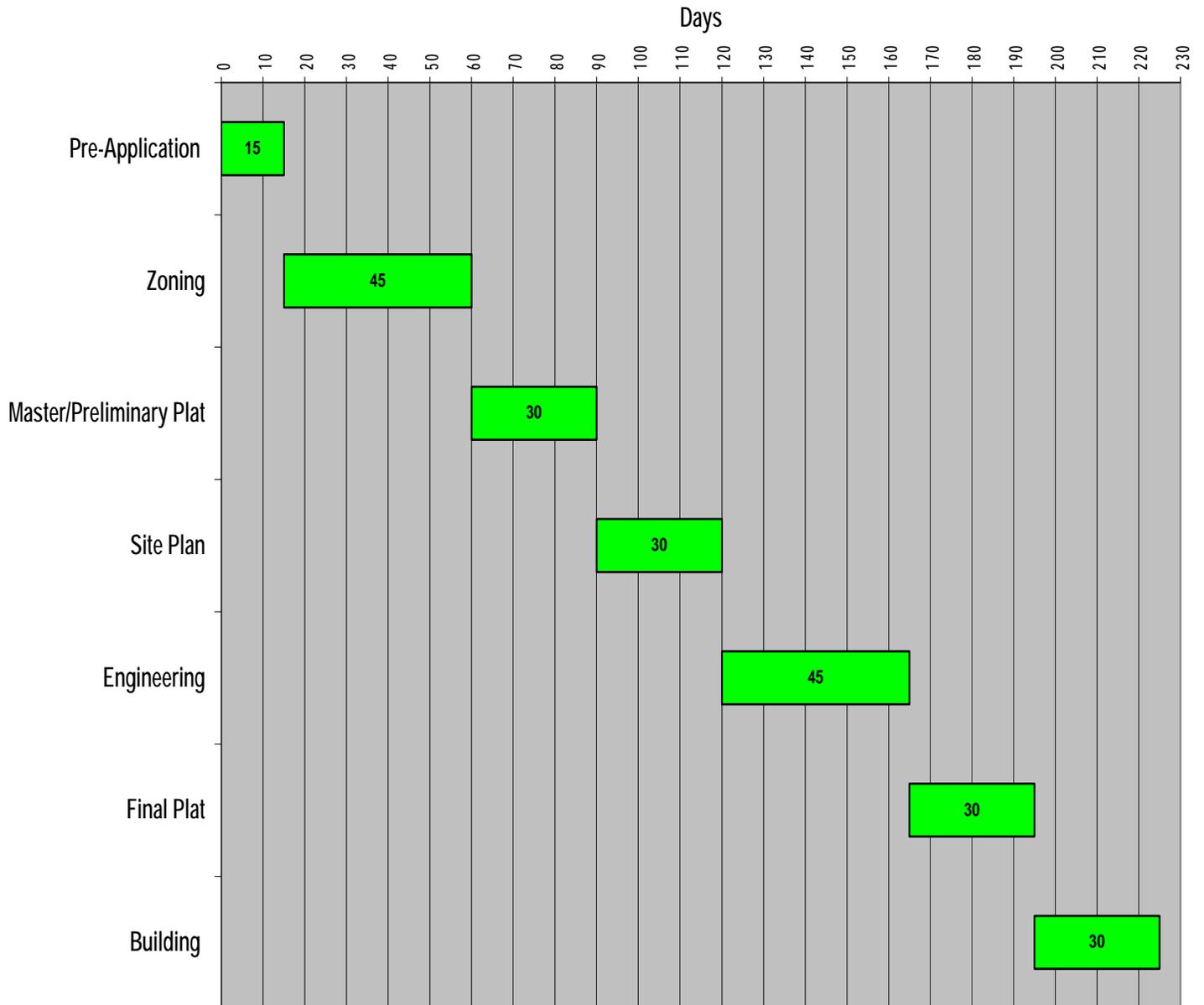


Estimated Development Process Timeline

To assist our customers in managing their construction projects, the City of Rockwall has developed this timeline. Please use this information to help plan your project timeline.

These times are an estimate and will vary according to the turn around time for revisions and the number of reviews required to complete plans in accordance with City of Rockwall codes and requirements. With initial compliance with all required codes and requirements, the below timelines may be considerably less. For example, the Engineering review time is based on 3 plan reviews, however if only 2 are required the timeline would decrease by an estimated 15 days.

These estimated timelines will be reflected on each individual process flow chart as a calendar located on the upper right hand corner of the page.



Development Review Contacts

CITY STAFF NUMBERS

Robert LaCroix	Director of Planning	972-771-7745	rlacroix@rockwall.com
Michael Hampton	Planning Manager	972-771-7745	mhampton@rockwall.com
Chris Spencer	Senior Planner	972-771-7745	cspencer@rockwall.com
David Gonzales	Planning Technician	972-771-7745	dgonzales@rockwall.com
Irene Hatcher	Planning Coordinator	972-771-7745	ihatcher@rockwall.com
Chuck Todd	City Engineer	972-771-7746	ctodd@rockwall.com
Amy Williams	Engineer	972-771-7746	awilliams@rockwall.com
Bruce Hamby	Engineering Designer	972-771-6444	bhamby@rockwall.com
Mark Poindexter	Fire Chief	972-771-7770	mpoindexter@rockwall.com
Ariana Hargrove	Fire Marshal	972-771-7770	ahargrove@rockwall.com
Jeff Widmer	Building Official	972-771-7709	jwidmer@rockwall.com
Rick Sherer	Building Supervisor	972-772-6337	rsherer@rockwall.com
John Ankrum	Building Plans Examiner	972-771-7709	jankrum@rockwall.com
John Shannon	Sr Building Inspector	972-771-7709	jshannon@rockwall.com
Cliff Griffin	Signs/Code Enforcement	972-771-7708	cgriffin@rockwall.com
Kelly Kirkpatrick	Health Inspector	214-202-1202	kbfss@aol.com
Brad Griggs	Dir. Parks & Recreation	972-771-7761	bgriggs@rockwall.com
Andy Hesser	Parks & Rec. Manager	972-771-7761	ahesser@rockwall.com
Kent Sperling	Water/Wastewater	972-771-7730	ksperling@rockwall.com

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.

Greg Carver	RISD	972-771-0605	gcarver@rockwallisd.org
Dinah Wood	Atmos (Gas)	972-485-6277	dinah.wood@atmosenergy.com
Richard Brewster	Oncor (Electric)	214-486-4245	richard.brewster@oncor.com
Russell Lewis	Oncor Electric	972-569-6310	russell.lewis@oncor.com
Lori Honeycutt	Farmer's Electric (FEC)	903-453-0513	lhoneycutt@fecelectric.com
Robert Hall	AT&T (Phone)	903-457-2210	robert.hall@att.com
Carolyn Anderson	AT&T	903-457-2092	carolyn.anderson@att.com
Greg Piatt	Charter Comm. (Cable)	817-825-1912	gpiatt@chartercom.com
Wayne Carter	Charter Comm. (Cable)	817-509-6272	wcarter@chartercom.com
Brenda Callaway	TXDOT	972-962-3617	bcallaw@dot.state.tx.us

Section 1 - Pre-Application Meeting

Pre-Application Meeting Information

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Rockwall. To accomplish this, a Pre-Application Meeting is strongly recommended prior to submittal of any development or permit application for any of the following projects. The Planning Staff will inform you if a Pre-Application meeting is recommended.

1. Any new non-residential development
2. Expansion of an existing non-residential building
3. Construction or expansion of any multi-family residential structure
4. Subdivision Plat
5. Rezoning or Special Use Permit application
6. At the City's discretion, a meeting may be called for significant exterior remodeling and/or site work on non-residential properties.

APPLICATION AND MEETING INFORMATION

Pre-Application meetings are held each Thursday morning. To be scheduled, the Self Survey form must be submitted to the Planning office by 3:00 p.m. on the preceding Friday. Planning Staff will contact you with the appointment time for your meeting. The Pre-Application meeting will be scheduled for 1 hour. Meeting times are assigned in the order that completed documents are received, beginning at 9:00 am each Thursday. If you are unable to attend on a Thursday, you may work with your case manager to make other arrangements.

If no application is submitted for your project within one year of the Pre-Application meeting, it may be necessary to hold a new Pre-Application meeting for the project.

WHAT TO EXPECT

At the meeting, you will be provided a variety of general information regarding the City of Rockwall's development process, contact information, applicable codes, applications, and fees. When possible and appropriate, City staff will provide information unique to your property or proposal and will be available to answer questions. However, this meeting is NOT intended for detailed discussion of requirements. **No plans or drawings will be accepted, no markups will be made, and no approvals will be given.** Development and permit applications should be submitted to the City of Rockwall after your Pre-Application meeting.

YOUR CASE MANAGER

A Case Manager will be assigned to your project after the initial application is made. The Case Manager will serve as the primary point of contact to assist you throughout the development process.

WHO SHOULD ATTEND

Any person associated with a development proposal may attend the meeting (property owner, business owner/manager, design professionals, etc). Representatives of the Planning, Engineering, Fire, and Building Departments will attend the meeting. Other City of Rockwall staff members may attend if needed.

WHAT TO BRING

It is suggested that you bring a draft concept plan with as much detail as possible to present during the pre-application conference. This will not be considered a submittal of application.

ONLINE TOOLS

At the meeting, you will be given information about the City's development process and development web page. It is found at <http://www.rockwall.com>. This web page includes a process flow chart, links to applications, ordinances and other related documents, fees, contact information, and more.

The City also has an online project tracking system called TrakIT. Once you make your first application following your Pre-Application meeting, your Case Manager will set up your project in TrakIT. You, and any of your development team that you wish, will be sent an email with information, including a temporary password, to access your project. The TrakIT System provides 24/7 access to the progress and approvals for your project through each step of the development process including reviews and inspections.

It is not necessary for the applicant to submit the Self Survey and Checklist form, or to attend a Pre-Application meeting, in order to initiate, continue, or complete a project or permit in the City of Rockwall. Neither submission of the form, nor the Pre-Application meeting, constitutes a permit or confers any permit rights under Chapter 245 of the Texas Local Government Code.

Self Survey for Pre-Application Meeting

Official Use Only
 Meeting Date:
 Meeting Time:

Upon receipt of the Self Survey and Checklist, the Planning Staff will schedule your Pre-Application Meeting. All information is required.

Zoning can be found at http://www.rockwall.com/Planning/GIS/Maps/ZoningMap_2008.pdf.

GIS mapping information can be found at <http://www.rockwall.com/Planning/GIS.asp>.

**** No submittals will be accepted prior to formal application****

Your Project	Description of the project that may be submitted including use and proposed square footage: (you may attach additional sheets as necessary)	
	Location:	
	Acreage:	
	Current Zoning of the property:	
	Zoning Required for proposed use:	
Your Team	Name of Applicant:	
	Address of Applicant:	
	Telephone:	() _____ - _____
	Fax:	() _____ - _____
	E-mail:	
	List who you expect to attend the meeting and their role in the Project (i.e. owner, architect, engineer, etc.):	

Pre-Application Checklist

Is the property currently in use? If yes, how is it being used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any existing buildings on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you propose demolition of any buildings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you propose removal of any trees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you previously developed property in the City of Rockwall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to have outdoor storage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to sell or lease merchandise? If yes, describe the merchandise to be sold or leased.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to sell and serve alcohol?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to subdivide, re-subdivide, or combine the property with other parcels?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property located within or near a flood plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to install a swimming pool?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this property contain a daycare facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you propose any signage for the property?	<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
Do you intend to store hazardous materials? If yes, describe type and amounts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to have storage over 12-feet in height?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Pre-Application Meeting Agenda

1. Introductions - Staff
2. Statement of Purpose
 - a. Familiarize with Staff
 - b. Sign attendance sheet
 - c. Process Overview
 - d. Staff Comments of Development Issues
3. Applicant Summary of Project – should be brief and basic
4. Overview of Development Process
 - i. Zoning
 - ii. Preliminary Plat
 - iii. Site Plan (site plan, landscape plan, elevations)
 - iv. Engineering (only with approved site plan)
 - v. Final Plat (only with approved engineering plans)
 - vi. Building Plans (only with approved engineering plans and Final Plat)
 - vii. Sign Permitting
 - b. Online Resources: Website and E-TrakIT
 - c. Provide needed forms or other documents
5. City Staff Comments
 - a. Planning
 - b. Engineering
 - c. Fire
 - d. Building
 - e. Code Enforcement
 - f. Parks
6. Closing Comments

Pre-Application Meeting Schedule

Date: _____

9:00 A.M.

PROJECT:	
LOCATION:	
ATTENDEES:	
CASE MGR:	

10:00 A.M.

PROJECT:	
LOCATION:	
ATTENDEES:	
CASE MGR:	

11:00 A.M.

PROJECT:	
LOCATION:	
ATTENDEES:	
CASE MGR:	

STAFF DISCUSSION

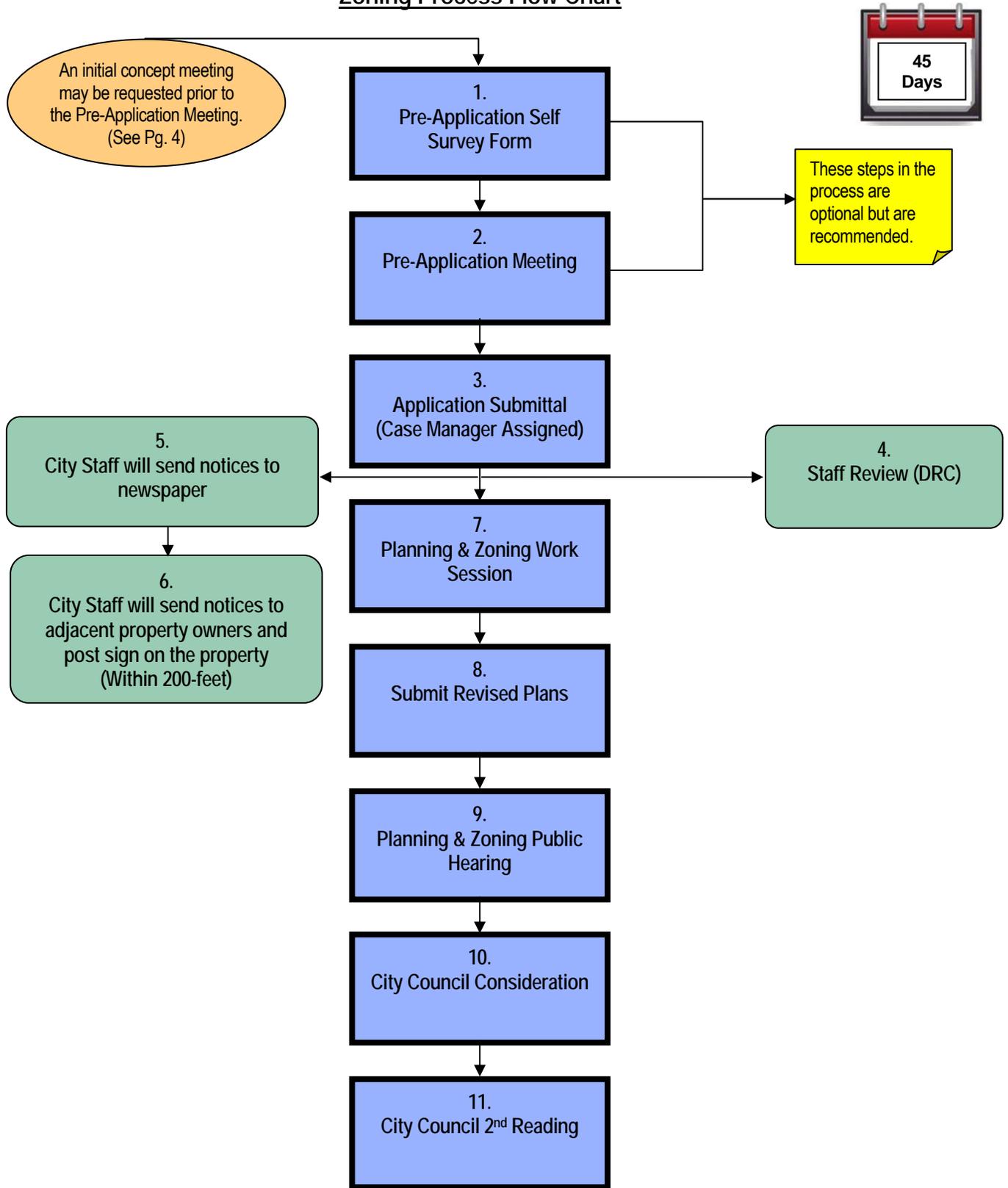
Additional Resources and Documents

The following is a list of additional documents that may be required during the pre-application process. Please contact the respective City Department for further information.

- Flood Plain Map - <http://www.rockwall.com/Engineering/Documents/FemaMap.pdf>
- GIS mapping - <http://www.rockwall.com/Planning/GIS.asp>
- Land Use Plan- <http://www.rockwall.com/Planning/documents/LandUsePlan.pdf>
- Zoning Map – http://www.rockwall.com/Planning/GIS/Maps/ZoningMap_Mar2009_official.pdf
- Engineering Standards of Design & Construction
<http://www.rockwall.com/engineering/Documents/Standards%20of%20Design%20and%20Construction.pdf>
- FEMA floodplain <http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>
- Subdivision Ordinance <http://www.rockwall.com/Planning/documents/SubdivisionRegulations.pdf>

Section 2 - Zoning

Zoning Process Flow Chart



Step-By-Step Process for Zoning Change, Specific Use Permit, Planned Development Plans

1. **Initial Contact-Complete Pre-Application Self Survey Form**
Discuss Zoning Change, Specific Use Permit, or Planned Development requirements with Planning staff. Complete Pre-Application Self Survey Form and return to Planning staff. Appropriate ordinances are available at City Hall for a fee; however, many documents can be downloaded free from the City's website (www.rockwall.com/PlanningZoning).
2. **Pre-Application Meeting**
Meetings are held every Thursday morning. Planning staff will contact you to schedule your appointment time. Refer to Pre-Application Meeting Packet for further details.
3. **Application - Fees**
Submit application form, fees, required drawings, legal description, explanation letter and any other additional documentation (see Zoning Application Schedule). Case manager will be assigned at this step.
4. **Staff Review**
Development Review Committee (DRC) reviews application and plans. The purpose of the Development Review Committee (DRC) is to review site plans, plats and zoning/SUP submittals to ensure compliance with all appropriate land development regulations and consistency with the Unified Development Code and Comprehensive Plan. The DRC is composed of members of staff representing all departments within the City of Rockwall's Development Services.
5. **Legal Notification**
Notices are published in the newspaper by the City Staff.
6. **Adjacent Property Owners Notified**
Staff notifies all landowners within 200' of requested zoning change or SUP (10 days prior to Planning & Zoning Public Hearing) and post signage on the property.
7. **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.
8. **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.
9. **Planning & Zoning Public Hearing**
Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration and recommendation to the City Council.
10. **City Council Public Hearing and Consideration**
Revised plans, staff report and ordinance (1st reading) are sent to the City Council for consideration
11. **City Council 2nd Reading (typically on consent agenda)**
City Council considers ordinance (2nd reading) for final approval.

Planning & Zoning Meeting Information

The City of Rockwall Planning & Zoning Commission has two meetings per month. It is imperative that you or your representatives attend both meetings to answer questions the Commission may have. Failure to attend these meetings will delay the application.

The first meeting is the Planning & Zoning work session. This informal meeting gives the Commission an opportunity to review the request, ask questions of the applicant and recommend any changes. Additionally, applicants will receive written comments and/or plan mark-ups from City staff at the work session. As part of the regular development cycle, no action is taken at the work session meeting.

The second meeting is the Planning & Zoning regular meeting / public hearing. This is a formal meeting where action is taken on the application. As a part of the decision making process, the Commission may receive comments during the meeting from the applicant 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:

1. The Chairman will call the Commission to order.
2. The minutes of the preceding meeting shall be submitted for approval.
3. The Chairman shall direct attention to the items on the agenda.
4. The Commission will receive summary comments from planning staff.
5. The Chairman will declare the public hearing open if the item is a public hearing.
6. The Chairman will announce time for the applicant/representative to come forward to make comments and answer questions regarding the application.
7. At this time, the applicant/representative should address the Commission from the podium. Clearly state name, address for the record, and proceed with comments.
8. The applicant / representative should be prepared to present sufficient documentation and evidence to justify the proposal.
9. 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.
10. For those agenda items that are not public hearings, the Chairman will decide if public comments are taken.
11. The Chairman will declare the public hearing closed, regarding the proposal.
12. At this time, the Commission will take action on the proposal.
13. The next step is to attend the City Council Meeting (see schedule for dates)



City of Rockwall
The New Horizon

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

Zoning Application

- | | |
|--------------------------|---------------------|
| <input type="checkbox"/> | Specific Use Permit |
| <input type="checkbox"/> | Zoning Change |
| <input type="checkbox"/> | PD Concept Plan |
| <input type="checkbox"/> | PD Development Plan |

Property Information

<i>Addition Name:</i>		<i>Location / Address:</i>
<i>Lot / Block:</i>	<i>Current Zoning:</i>	<i>Proposed Zoning/ Use:</i>
<i>Acres:</i>	<i>Lots:</i>	<i>Units:</i>

Applicant Information

<i>Name:</i>		<i>Company:</i>	
<i>Mailing Address:</i>			
<i>City:</i>	<i>State:</i>	<i>Zip:</i>	
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	

Owner Information

<i>Name:</i>		<i>Company:</i>	
<i>Mailing Address:</i>			
<i>City:</i>	<i>State:</i>	<i>Zip:</i>	
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	

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

**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.*

Zoning Change / SUP

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Zoning Change/SUP-Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> Explanation Letter	8.5" x 11", 1 Copy	
<input type="checkbox"/> Legal Description	8.5" x 11", 1 Copy	
<input type="checkbox"/> Zoning Exhibit	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Application Fees		
<input type="checkbox"/> Any other required documents		

PD Concept Plan

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> PD Concept Plan- Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> PD Concept Plans	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> PD Concept Plan Information Statement	8.5" x 11", 1 Copy	
<input type="checkbox"/> Proposed PD Development Standards	8.5" x 11", 1 Copy	
<input type="checkbox"/> Proposed Utility Service Plan	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Traffic Impact Analysis (if required)	8.5" x 11", 1 Copy	
<input type="checkbox"/> Application Fees		

PD Development Plan

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> PD Development Plan- Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> PD Development Plans	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> PD Development Information Statement	8.5" x 11", 1 Copy	
<input type="checkbox"/> Proposed PD Development Standards	8.5" x 11", 1 Copy	
<input type="checkbox"/> Preliminary Drainage Study	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Proposed Streetscape Plan	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Proposed Amenities Plan	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Proposed Utility Service Plan	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Proposed Sign Plan	24" x 36", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Updated Traffic Impact Analysis	8.5" x 11", 1 Copy	
<input type="checkbox"/> Application Fees		

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*

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 Application Schedule

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

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

Development Application Deadline	6:00 P.M. P&Z Work Session+	Notices Mailed to Property Owners w/in 200-ft (City)	6:00 P.M. P&Z Public Hearing	6:00 P.M. City Council Meeting	6:00 P.M. City Council (2 nd Reading)*
May 16, 2008	May 27, 2008	May 30, 2008	June 10, 2008	June 16, 2008	July 7, 2008
June 13, 2008	June 24, 2008	June 27, 2008	July 8, 2008	July 21, 2008	August 4, 2008
July 18, 2008	July 29, 2008	Aug 1, 2008	Aug 12, 2008	Aug 18, 2008	<i>Sept 2, 2008(Tues)</i>
Aug 15, 2008	Aug 26, 2008	Aug 29, 2008	Sept 9, 2008	Sept 15, 2008	Oct 6, 2008
Sept 19, 2008	Sept 30, 2008	Oct 3, 2008	Oct 14, 2008	Oct 20, 2008	Nov 3, 2008
Oct 17, 2008	Oct 28, 2008	Oct 31, 2008	Nov 11, 2008	Nov 17, 2008	Dec 1, 2008
Nov 14, 2008	Nov 25, 2008	Nov 28, 2008	Dec 9, 2008	Dec 15, 2008	Jan 5, 2009
Dec 19, 2008	<i>Dec 30, 2008</i>	Jan 2, 2009	Jan 13, 2009	<i>Jan 20, 2009 (Tues)</i>	Feb 2, 2009
Jan 16, 2009	Jan 27, 2009	Jan 30, 2009	Feb 10, 2009	Feb 17, 2009	Mar 2, 2009
Feb 13, 2009	Feb 24, 2009	Feb 27, 2009	Mar 10, 2009	Mar 16, 2009	Apr 6, 2009
Mar 20, 2009	March 31, 2009	Apr 3, 2009	Apr 14, 2009	Apr 20, 2009	May 4, 2009
April 17, 2009	April 28, 2009	May 1, 2009	May 12, 2009	May 18, 2009	June 1, 2009
May 15, 2009	May 26, 2009	May 29, 2009	June 9, 2009	June 15, 2009	July 6, 2009
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	<i>Sept 8, 2009 (Tues)</i>
Aug 14, 2009	Aug 25, 2009	Aug 28, 2009	Sept 8, 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	<i>Nov 16, 2009</i>	Dec 7, 2009
Nov 13, 2009	Nov 24, 2009	Nov 27, 2009	Dec 8, 2009	Dec 21, 2009	Jan 4, 2010
Dec 18, 2009	<i>Dec 29, 2009</i>	Jan 1, 2010	Jan 12, 2010	<i>Jan 19, 2010 (Tues)</i>	Feb 1, 2010

+ 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 Work session (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.

Additional Resources and Documents

The following is a list of additional documents that may be required during the Zoning process. Please contact the respective City Department for further information.

- Army Corps of Engineer <http://www.usace.army.mil/Pages/Default.aspx>
- Comprehensive Plan http://www.rockwall.com/Planning/documents/Comprehensive%20Plan_Nov%202004.pdf Updates
<http://www.rockwall.com/Planning/documents/ComprehensivePlan.pdf>
- Downtown Plan <http://www.rockwall.com/Planning/documents/DowntownPlan.pdf>
- Downtown Regulating Plan <http://www.rockwall.com/Planning/documents/DowntownRegulatingPlan.pdf>
- Engineering Department Construction Briefing Document, which includes a Vertical Above Slab Checklist, Checklist Prior to Walkthrough for residential, commercial, and capital Improvement projects.
<http://www.rockwall.com/engineering/Documents/City%20Construction%20Notes%20-%20Construction%20Briefing%20Only.pdf>
- Engineering Standards of Design & Construction
<http://www.rockwall.com/engineering/Documents/Standards%20of%20Design%20and%20Construction.pdf>
- FEMA floodplain <http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>
- Needed Fire Flow Worksheet –for calculating the required needed fire flow
<http://www.rockwall.com/FireDepartment/Documents/Fire%20Flow%20Worksheet%20-.xls>
- Water Flow Test Report- for reporting the Needed Fire Flow available at property
<http://www.rockwall.com/FireDepartment/Documents/RFD%20Water%20Flow%20Test%20Report.xls>
- Fire Marshal's Office Policies and Guidelines <http://www.rockwall.com/FireDepartment/Documents/FDHandbook.pdf>
- Flood Plain Map - <http://www.rockwall.com/Engineering/Documents/FemaMap.pdf>
- GIS mapping - <http://www.rockwall.com/Planning/GIS.asp>.
- Land Use Plan- <http://www.rockwall.com/Planning/documents/LandUsePlan.pdf>
- NCTCOG Public Works Construction Standards <http://www.nctcog.org/envir/SEEDevEx/pubworks/standards.asp>
- Park Land Dedication Ordinance <http://www.rockwall.com/Parks/Documents/Dedication%20ordinance%20rev%207-01.pdf>
- Sign Ordinance-<http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Ordinance.pdf>
- Sign Permit <http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Permit%20Application.pdf>
- Subdivision Ordinance <http://www.rockwall.com/Planning/documents/SubdivisionRegulations.pdf>
- Subdivision Map http://www.rockwall.com/Planning/GIS/Maps/SubdivisionMap_2009.pdf
- Thoroughfare Plan <http://www.rockwall.com/Planning/documents/ThoroughfarePlan4.pdf>
- Unified Development Code (Include all Overlays) <http://www.rockwall.com/Planning/documents/JDC.pdf>
- Updated Park Master Plan <http://www.rockwall.com/Parks/Documents/MasterPlan.pdf>
- Wastewater Base Map <http://www.rockwall.com/Engineering/Documents/Sewer%20Grid%20Map.pdf>
- Water Distribution Map <http://www.rockwall.com/Engineering/Documents/Water%20Grid%20Map.pdf>
- Zoning Map – http://www.rockwall.com/Planning/GIS/Maps/ZoningMap_Mar2009_official.pdf

Zoning Change / SUP Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of the Zoning Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		A completed application form.				
		Completed Zoning Change / SUP Plan Review Checklist				
		Explanation Letter containing a statement describing the proposal and how the application specifically complies with applicable criteria set forth in the Zoning Code. (8 ½ x 11, 1 copy)				
		Legal description of property (8 ½ x 11, 1 copy)				
		Zoning Exhibit- Property survey showing property dimensions and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way. (24 x 36, 20 copies FOLDED)				
		Application fees				
		Any other information deemed necessary at the pre-application meeting.				

*******End of Checklist for Zoning Change / SUP*******

PD Concept Plan Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of the Zoning Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		Completed Application and fees				
		Completed PD Concept Plan-Plan Review Checklist				
		PD Concept Plan; 24" x 36", 20 Copies (folded). If multiple sheets are required, an overall plan shall be submitted (See below for more info)				
		Concept Plan Information Statement (see below for more info)				
		Proposed PD Development Standards (see below for more info.)				
		Proposed Utility Service Plan				
		Traffic Impact Analysis (if required)				
		PD Concept Plan				
		PD Concept Plan shall graphically depict the following:				
		A diagram or drawing of the boundaries of the proposed PD District;				
		Proposed and existing land uses by category (including, if applicable, proposed and existing land uses by category for any sub-areas to be developed within the PD District);				
		Proposed density by type of residential uses, including the maximum numbers of dwelling units for residential uses other than single-family detached, and lot sizes for single-family detached;				
		Proposed estimated total floor area and floor area ratios by category of nonresidential uses, together with residential view analysis, if any;				
		Proposed maximum square footage measured under roof for all structures;				
		Proposed construction type and maximum height indicated.				

				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		Proposed configuration of public and private open space serving the development, showing the relationship to the City's Parks and Open Space Plan, including trail system and access points to the trail system, estimated dimensions and approximate area, and areas to be dedicated to the public or to a private maintenance organization, if known;				
		Proposed and existing thoroughfares, boulevards and roadways;				
		Location of FEMA and Local floodplain limits				
		Proposed School and/or Park Sites				
		To the extent known for adjoining land, existing land uses (by zoning district), existing thoroughfares; and existing open space for such adjoining land; and				
		A general plan for circulation of traffic and pedestrians within and external to the development, including designated points of access.				
		Concept Plan Informational Statement				
		A PD Concept Plan shall be accompanied by an informational statement containing the information set forth below:				
		A general statement setting forth how the proposed PD District will relate to the City's Comprehensive Plan				
		The total acreage within the proposed PD District;				
		If the development is to occur in phases, a conceptual phasing plan that identifies the currently anticipated general sequence of development, including the currently anticipated general sequence for installation of major capital improvements to serve the development.				
		An aerial photograph with the boundaries of the PD Concept Plan clearly delineated.				
		Proposed PD Development Standards				
		Proposed PD District development standards shall be processed simultaneously with the zoning amendment application, and if the zoning amendment application is approved, such standards shall be incorporated as part of the PD Ordinance. Such proposed development standards may include (but shall not be limited to):				
		Uses				
		Density				
		Lot size				
		Lot dimensions				
		Setbacks				
		Coverage				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Amenities				
		Streetscape				
		Height				
		Landscaping				
		Lighting				
		Fencing				
		Parking and loading				
		Signage				
		Open space				
		Drainage				
		Utility and street standards				
		Floodplain details				
		Proposed Utility Service Plan				
		A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, fire protection water supply, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as locations of other major utility infrastructure. Utility infrastructure shall be identified as either public or private.				
		Traffic Impact Analysis				
		If deemed necessary by the City Engineer or if required by the PD Ordinance, the applicant for a proposed PD Concept Plan shall submit a traffic impact analysis prior to action by the Commission. The purpose of the analysis is to determine whether the traffic estimated to be generated by the development will necessitate specific on-site or adjacent traffic improvements (e.g., turn lanes, stacking lanes, signalization, etc.)				

*******End of Checklist for PD Concept Plan*******

PD Development Plan Checklist

Project Name: _____

Project Contact Name: _____

Date: _____

Submission of this completed form is a part of the Zoning Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		Completed Application				
		Completed PD Development Plan Review Checklist				
		PD Development Plan; 24" x 36", 20 Copies (folded). If multiple sheets are required, an overall plan shall be submitted.(See below for more info)				
		Development Plan Information Statement				
		Proposed PD Development Standards				
		Preliminary Drainage Study				
		Proposed Streetscape Plan				
		Proposed Amenities Plan				
		Proposed Utility Service Plan				
		Proposed Sign Plan				
		Updated Traffic Impact Analysis (if required)				
		PD Development Plan				
		PD Development Plan shall graphically depict the following:				
		Approximations of the following: site boundaries and dimensions, lot lines, site acreage and square footage, and distances to the nearest cross streets				
		Location map, north arrow, title block and site data summary table				
		Existing land uses and zoning classifications on adjacent properties				
		Proposed maximum square footage measured under roof for all structures with construction type and maximum height indicated				
		Preliminary tree survey				
		Proposed location of detention areas				
		Proposed location of fire hydrants				
		Proposed location of fire lanes				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Proposed location/details of lift stations				
		Proposed and existing thoroughfares, boulevards and roadways with street names indicated				
		Proposed School and/or Park Sites				
		Location of FEMA and Local floodplain limits				
		A general plan for circulation of traffic and pedestrians within and external to the development, including designated points of access				
		Any features omitted from the PD Concept Plan upon Council authorization				
		Any such additional features as are necessary to assure compliance with conditions established by the Council to be satisfied by the Development Plan.				
		Development Plan Informational Statement				
		An informational statement containing the information set forth below shall accompany each PD Development Plan. Informational statements shall be updated concurrently with any amendment to a PD Development Plan and with each PD Site Plan. Each informational statement shall include the following:				
		Name and address of landowner and date of preparation of the PD Development Plan				
		Name and address of architect, landscape architect, planner, engineer, surveyor, or other persons involved in the preparation of the PD Development Plan				
		A table listing the specific permitted uses proposed for the property, and, if appropriate, the boundaries of the different land uses and the boundary dimensions				
		Development standards for each proposed land use, as follows:				
		a) Minimum lot area				
		b) Minimum lot width and depth				
		c) Minimum front, side, and rear yard areas				
		d) Maximum height of building				
		e) Maximum building coverage				
		A list of the development standards, if any (whether in the PD Ordinance or in the then-existing ordinances, rules, or regulations of the City that apply to development within the PD District), for which the applicant is seeking amendment by the Council as part of the PD Development Plan approval process.				
		If Council approval of any height increase is being requested, a view analysis of the impact of such requested variance on adjacent residential areas of the City.				
		Preliminary and approximate building locations and building footprints				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Preliminary elevations and perspectives to show the relationship of building heights to surrounding topography				
		Location of parking areas and structures for multi-family and non-residential uses, including areas for off-street parking				
		A detailed description of how open space serving the development will be satisfied for the phase of development represented by the PD Development Plan, including any proposed dedications of open space to the public or to a private maintenance organization				
		If the PD Development Plan is a phase of the project (as described in the applicant's original informational statement submitted with the PD Concept Plan), depiction of the area subject to the development in relation to the then-current phasing plan, together with any updates of the then-current phasing plan that was submitted as part of the applicant's original informational statement				
		A list identifying each proposed addition or amendment to the PD ordinance.				
		Proposed PD Development Standards				
		Proposed PD District development standards shall be processed simultaneously with the zoning amendment application, and if the zoning amendment application is approved, such standards shall be incorporated as part of the PD Ordinance. Such proposed development standards may include (but shall not be limited to)				
		Uses				
		Density				
		Lot size				
		Lot dimensions				
		Setbacks				
		Coverage				
		Amenities				
		Streetscape				
		Height				
		Landscaping				
		Lighting				
		Fencing				
		Parking and loading				
		Signage				
		Open space				
		Drainage				
		Utility and street standards				
		Floodplain details				

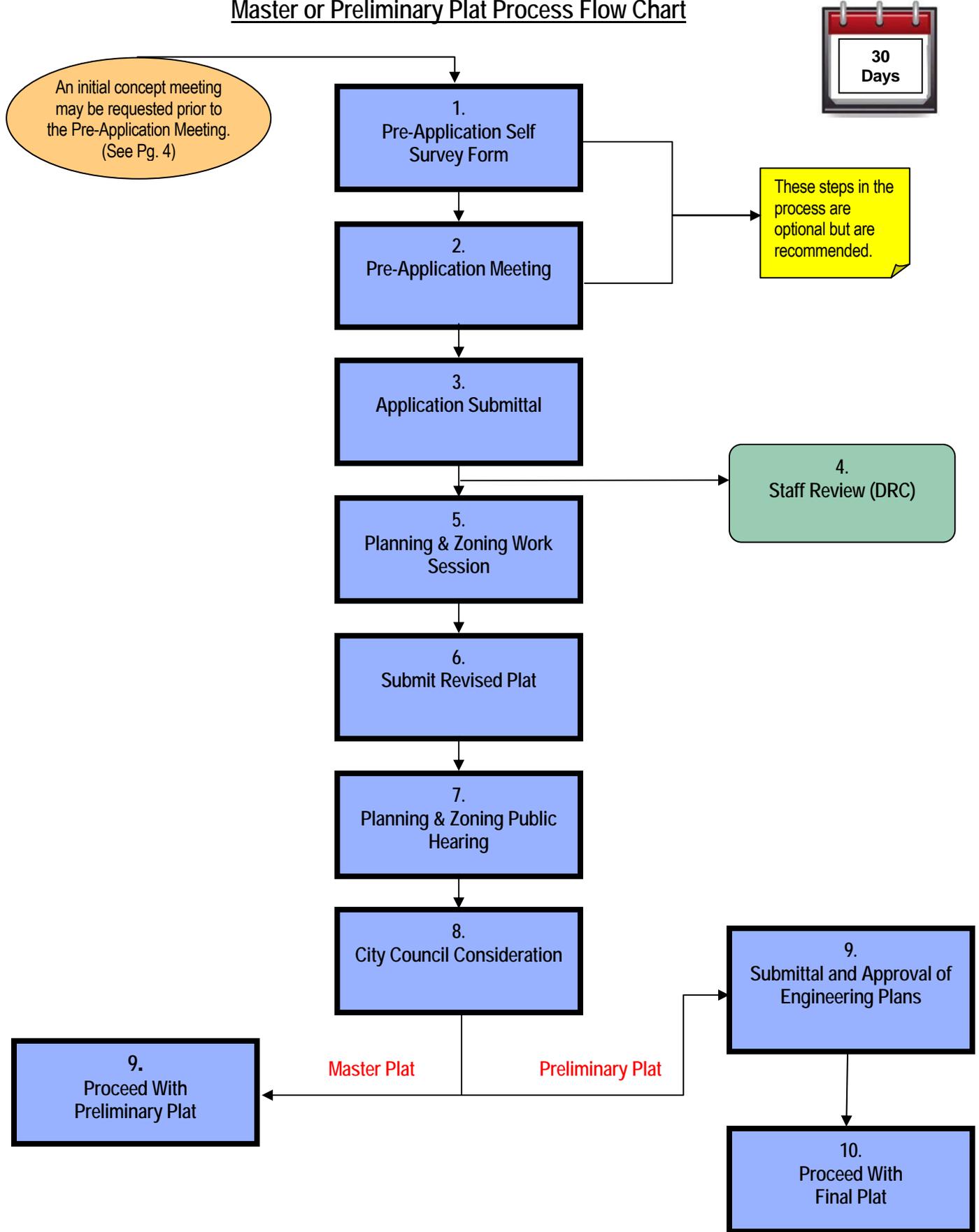
				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		Preliminary Drainage Study				
		The preliminary drainage study shall:				
		Contain a topographical map of the area proposed for development to a scale not smaller than 1 inch = 200 feet				
		Generally describe how the proposed development will comply with the drainage design policies set forth below				
		Include all information deemed necessary by the preparing engineer to support his or her determination that the proposed development will comply with the drainage design policies				
		Include all information reasonably requested by the City Engineer to support his or her review of the preliminary drainage study				
		Include all information deemed necessary to show the FEMA and local floodplain				
		Include all information deemed necessary to show the required detention				
		Proposed Streetscape Plan				
		Detailed plans for Streetscaping such as enhanced pavers block crossings, brick median nose stubs, wider-than-required sidewalks, decorative street lighting, and enhanced landscaping within the PD.				
		Proposed Amenities Plan				
		Detailed plans for amenities such as:				
		Recreational improvements				
		Permanent project entrance/identification signs				
		The existing and proposed pedestrian and bicycle circulation system, including its interrelationships with the vehicular circulation system indicating proposed treatment of points of conflict				
		Open Space				
		Enhanced Entryways (boulevard-style landscaped medians with stone-brick entry features) Must submit detailed plan				
		Proposed reservation of school or park sites				
		Community Center or Public Plazas				
		Pond or lake feature with fountain or other water feature				
		Proposed Utility Service Plan				
		A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as locations of other major utility infrastructure. Utility infrastructure shall be identified as either public or private.				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Proposed Sign Plan				
		A proposed sign plan identifying the location, size and type of signs to be placed on the Planned Development.				
		Updated Traffic Impact Analysis				
		If deemed necessary by the City Engineer or if required by the PD Ordinance, the applicant for a proposed PD Development Plan shall submit an updated traffic impact analysis prior to action by the Commission. The purpose of the updated analysis is to determine whether the traffic estimated to be generated by the development shown on the proposed PD Development Plan will necessitate specific on-site or adjacent traffic improvements (e.g., turn lanes, stacking lanes, signalization, etc.) and to determine whether conditions attached to the Concept Plan based on the original traffic impact analysis have been met.				

*******End of Checklist for PD Concept Plan*******

Section 3 – Master or Preliminary Plat

Master or Preliminary Plat Process Flow Chart



Step-By-Step Process for Master Plat Process

1. **Initial Contact-Complete Pre-Application Self Survey Form**
Discuss Platting requirements with Planning staff. Complete Pre-Application Self Survey Form and return to Planning staff. Appropriate ordinances are available at City Hall for a fee; however, many documents can be downloaded free from the City's website (www.rockwall.com/PlanningZoning), including the Subdivision Ordinance, Section 24-7.
2. **Pre-Application Meeting**
Meetings are held every Thursday morning. Planning staff will contact you to schedule your appointment time. Refer to Section 1-Pre-Application Meeting for further details.
3. **Application - Fees**
Hire Surveyor to prepare master plat and if required, Civil Engineer for preparation of preliminary engineering plans. Submit application form, fees, and required copies of plat. (See development cycle deadline and fee schedule). Submit Electronic File and Survey Closure Report, see *"Electronic Data Submittals Policy and Procedures"* in this Section.
4. **Staff Review**
Development Review Committee (DRC) reviews application and plans. The purpose of the Development Review Committee (DRC) is to review site plans, plats and zoning/SUP submittals to ensure compliance with all appropriate land development regulations and consistency with the Unified Development Code and Comprehensive Plan. The DRC is composed of members of staff representing all departments within the City of Rockwall's Development Services.
5. **Planning & Zoning Work Session**
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.
6. **Plat Changes / Corrections**
Based on DRC and P&Z review, changes and corrections will be reviewed with the applicant or representative. Revised plans (20 large copies and 1 8.5"x11") must be resubmitted the Wednesday prior to the Planning & Zoning Commission public hearing.
7. **Planning & Zoning Public Hearing**
Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration and recommendation to the City Council.
8. **City Council Public Hearing and Consideration**
Revised plans, staff report are sent to the City Council for consideration
9. **Proceed with Preliminary Plat**
Applicant may submit application(s) for preliminary plat.

Step-By-Step Process for Preliminary Plat Process

1. **Initial Contact-Complete Pre-Application Self Survey Form**
Discuss Platting requirements with Planning staff. Complete Pre-Application Self Survey Form and return to Planning staff. Appropriate ordinances are available at City Hall for a fee; however, many documents can be downloaded free from the City's website (www.rockwall.com/PlanningZoning).
2. **Pre-Application Meeting**
Meetings are held every Thursday morning. Planning staff will contact you to schedule your appointment time. Refer to Section 1 Pre-Application Meeting or further details.
3. **Application - Fees**
Hire Surveyor to prepare preliminary plat and if required, Civil Engineer for preparation of preliminary engineering plans. Submit application form, fees, and required copies of plat. (See development cycle deadline and fee schedule). Submit Electronic File and Survey Closure Report, see *"Electronic Data Submittals Policy and Procedures"* in this Section.
4. **Staff Review**
Development Review Committee (DRC) reviews application and plans. The purpose of the Development Review Committee (DRC) is to review zoning/SUP submittals to ensure compliance with all appropriate land development regulations and consistency with the Unified Development Code and Comprehensive Plan. The DRC is composed of members of staff representing all departments within the City of Rockwall's Development Services.
5. **Planning & Zoning Work Session**
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. (See Section 2-Zoning, for more information on the meeting format)
6. **Plat Changes / Corrections**
Based on DRC and P&Z review, changes and corrections will be reviewed with the applicant or representative. Revised plans (20 large copies and 1 8.5"x11") must be resubmitted the Wednesday prior to the Planning & Zoning Commission public hearing.
7. **Planning & Zoning Public Hearing**
Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration and recommendation to the City Council. (See Section 2-Zoning for more information on the meeting format)
8. **City Council Public Hearing and Consideration**
Revised plans, staff report are sent to the City Council for consideration
9. **Submittal and Approval of Engineering Plans**
Final Plat application will not be accepted until full engineering plans have been submitted and approved by Engineering Department.
10. **Proceed with Final Plat**
Applicant may submit application(s) for Final plat.

Plat Application Submittal Requirements

Master Plat

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Master Plat- Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> Master Plat	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Phasing Plan & Schedule	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Master Plat Information Statement	8.5" x 11", 1 Copy	
<input type="checkbox"/> Proposed Utility Service Plan	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Application Fees		
<input type="checkbox"/> Any other required documents		

Preliminary Plat

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Preliminary Plat Plan- Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> Preliminary Plat	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Landscape plans	24" x 36", 20 copies, folded	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Tree Preservation Plan	24" x 36", 20 copies, folded	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Proposed Utility Service Plan	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Application Fees		

Other Plats

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Minor / Amending Plat	18" x 24", 4 Copies, folded	N/A
<input type="checkbox"/> Vacation Plat	18" x 24", 20 Copies (folded)	20 large folded copies + one 8.5" x 11"
<input type="checkbox"/> Plat Reinstatement Request	18" x 24", 20 Copies (folded)	N/A
<input type="checkbox"/> Application Fees		

See Section 7 for information regarding Final Plat and Replats

Electronic Data Submittals

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

Procedure: The following is required with all plat submittals:

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

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

Please tie all surveys to the state plane coordinate system.

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

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

Last Updated: 2/16/2007 City of Rockwall Geographic Information Systems Department

Application Fee Schedule (Res. No. 05-22)

Platting Application Fees

•	Master Plat	\$100 + \$15/Acre*
•	Preliminary Plat	\$200 + \$15/Acre*
•	Amending or Minor Plat	\$150
•	Plat Reinstatement Request	\$100
•	Filing Fees (Invoiced at time of filing)	Actual Cost

*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.

Platting Application Schedule

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

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+	6:00 P.M. Park Board Meeting*	3:00 P.M. Revised Submittal Due	6:00 P.M. P&Z Public Hearing	6:00 P.M. City Council Meeting
May 16, 2008	May 27, 2008	June 3, 2008	June 4, 2008	June 10, 2008	June 16, 2008
June 13, 2008	June 24, 2008	July 1, 2008	July 2, 2008	July 8, 2008	July 21, 2008
July 18, 2008	July 29, 2008	Aug 5, 2008	Aug 6, 2008	Aug 12, 2008	Aug 18, 2008
Aug 15, 2008	Aug 26, 2008	<i>Sept 3, 2008(Wed)</i>	Sept 3, 2008	Sept 9, 2008	Sept 15, 2008
Sept 19, 2008	Sept 30, 2008	Oct 7, 2008	Oct 8, 2008	Oct 14, 2008	Oct 20, 2008
Oct 17, 2008	Oct 28, 2008	Nov 4, 2008	Nov 5, 2008	Nov 11, 2008	Nov 17, 2008
Nov 14, 2008	Nov 25, 2008	Dec 2, 2008	Dec 3, 2008	Dec 9, 2008	Dec 15, 2008
Dec 19, 2008	Dec 30, 2008	Jan 6, 2009	Jan 7, 2009	Jan 13, 2009	<i>Jan 20, 2009 (Tues)</i>
Jan 16, 2009	Jan 27, 2009	Feb 3, 2009	Feb 4, 2009	Feb 10, 2009	Feb 17, 2009
Feb 13, 2009	Feb 24, 2009	Mar 3, 2009	Mar 4, 2009	Mar 10, 2009	Mar 16, 2009
Mar 20, 2009	March 31, 2009	Apr 7, 2009	Apr 8, 2009	Apr 14, 2009	Apr 20, 2009
April 17, 2009	April 28, 2009	May 5, 2009	May 6, 2009	May 12, 2009	May 18, 2009
May 15, 2009	May 26, 2009	June 2, 2009	June 3, 2009	June 9, 2009	June 15, 2009
June 19, 2009	June 30, 2009	<i>July 7, 2009</i>	July 8, 2009	July 14, 2009	July 20, 2009
July 17, 2009	July 28, 2009	Aug 4, 2009	Aug 5, 2009	Aug 11, 2009	Aug 17, 2009
Aug 14, 2009	Aug 25, 2009	Sept 1, 2009	Sept 2, 2009	Sept 8, 2009	Sept 21, 2009
Sept 18, 2009	Sept 29, 2009	Oct 6, 2009	Oct 7, 2009	Oct 13, 2009	Oct 19, 2009
Oct 16, 2009	Oct 27, 2009	Nov 3, 2009	Nov 4, 2009	Nov 10, 2009	Nov 16, 2009
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Dec 18, 2009	Dec 29, 2009	Jan 5, 2009	Jan 6, 2010	Jan 12, 2010	<i>Jan 19, 2010 (Tues)</i>

+ As necessary, plat submittals will also be reviewed at the Development Review Committee (DRC) meeting, where staff members from all departments will provide written comments and plan mark-ups to the applicant. Staff will set aside a time (20-30 minutes) for each project on the same day as the P&Z Work session (typically between 2:00 and 5:00 pm).

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

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

Additional Resources and Documents

The following is a list of additional documents that may be required during the Preliminary Plat process. Please contact the respective City Department for further information.

- Army Corps of Engineer <http://www.usace.army.mil/Pages/Default.aspx>
- Comprehensive Plan http://www.rockwall.com/Planning/documents/Comprehensive%20Plan_Nov%202004.pdf Updates
<http://www.rockwall.com/Planning/documents/ComprehensivePlan.pdf>
- Downtown Plan <http://www.rockwall.com/Planning/documents/DowntownPlan.pdf>
- Downtown Regulating Plan <http://www.rockwall.com/Planning/documents/DowntownRegulatingPlan.pdf>
- Engineering Department Construction Briefing Document, which includes a Vertical Above Slab Checklist, Checklist Prior to Walkthrough for residential, commercial, and capital Improvement projects.
<http://www.rockwall.com/engineering/Documents/City%20Construction%20Notes%20-%20Construction%20Briefing%20Only.pdf>
- Engineering Standards of Design & Construction
<http://www.rockwall.com/engineering/Documents/Standards%20of%20Design%20and%20Construction.pdf>
- FEMA floodplain <http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>
- Needed Fire Flow Worksheet –for calculating the required needed fire flow
<http://www.rockwall.com/FireDepartment/Documents/Fire%20Flow%20Worksheet%20-.xls>
- Water Flow Test Report- for reporting the Needed Fire Flow available at property
<http://www.rockwall.com/FireDepartment/Documents/RFD%20Water%20Flow%20Test%20Report.xls>
- Fire Marshal's Office Policies and Guidelines <http://www.rockwall.com/FireDepartment/Documents/FDHandbook.pdf>
- Flood Plain Map - <http://www.rockwall.com/Engineering/Documents/FemaMap.pdf>
- GIS mapping - <http://www.rockwall.com/Planning/GIS.asp>.
- Land Use Plan- <http://www.rockwall.com/Planning/documents/LandUsePlan.pdf>
- NCTCOG Public Works Construction Standards<http://www.nctcog.org/envir/SEEDevEx/pubworks/standards.asp>
- Park Land Dedication Ordinance <http://www.rockwall.com/Parks/Documents/Dedication%20ordinance%20rev%207-01.pdf>
- Sign Ordinance-<http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Ordinance.pdf>
- Sign Permit <http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Permit%20Application.pdf>
- Subdivision Ordinance <http://www.rockwall.com/Planning/documents/SubdivisionRegulations.pdf>
- Subdivision Map http://www.rockwall.com/Planning/GIS/Maps/SubdivisionMap_2009.pdf
- Thoroughfare Plan <http://www.rockwall.com/Planning/documents/ThoroughfarePlan4.pdf>
- Unified Development Code (Include all Overlays) <http://www.rockwall.com/Planning/documents/UDC.pdf>
- Updated Park Master Plan <http://www.rockwall.com/Parks/Documents/MasterPlan.pdf>
- Wastewater Base Map <http://www.rockwall.com/Engineering/Documents/Sewer%20Grid%20Map.pdf>
- Water Distribution Map <http://www.rockwall.com/Engineering/Documents/Water%20Grid%20Map.pdf>
- Zoning Map – http://www.rockwall.com/Planning/GIS/Maps/ZoningMap_Mar2009_official.pdf

Master Plat Plan Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of the Plat Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		Completed Application and fees				
		Completed Master Plat-Plan Review Checklist				
		Master Plat; 18" x 24", 20 Copies (folded). If multiple sheets are required, an overall plan shall be submitted.(See below)				
		Phasing Plan (See below)				
		Master Plat Information Statement (See below)				
		Proposed Utility Service Plan				
		Other documents (if required)				
		Master Plat Checklist				
		Names and addressed of the subdividers, record owner, land planner, engineer and / or surveyor				
		Proposed name of the subdivision				
		Location in relation to the rest of the city and boundaries of proposed subdivision				
		A schematic layout of the entire tract to be subdivided, any remainder tracts and its relationship to adjacent property and existing adjoining developments				
		Proposed major categories of land use showing existing and proposed zoning				
		Proposed number of dwelling units and population densities				
		Proposed and existing arterials and collector streets to serve the land to be platted consistent with the Thoroughfare Plan or proposed amendments				
		Visibility Easements Shown				
		Location of proposed sites for parks, schools and other public uses as consistent with those shown in the comprehensive plan				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Significant natural drainage features including drainage courses and wooded areas, as delineated on City of Rockwall topographic maps or on any other topographic maps showing equivalent information				
		Significant man-made features such as railroad, roads, buildings, utilities or other physical structures as shown on City of Rockwall topographic maps, utility company records and city records when such features affect the plan				
		Proposed dedication of land or rights of way for and construction of public improvements, whether on site or off site, intended to serve each proposed phase of the subdivision				
		Phasing Plan				
		Designation of each phase of development within the subdivision, the order of development, and a schedule for the development of each phase of the master plat				
		Master Plat Information Statement				
		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				
		Proposed Utility Service Plan				
		A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as locations of other major utility infrastructure. Utility infrastructure shall be identified as either public or private				

*******End of Checklist for Master Plat*******

Preliminary Plat Plan Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of the Plat Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

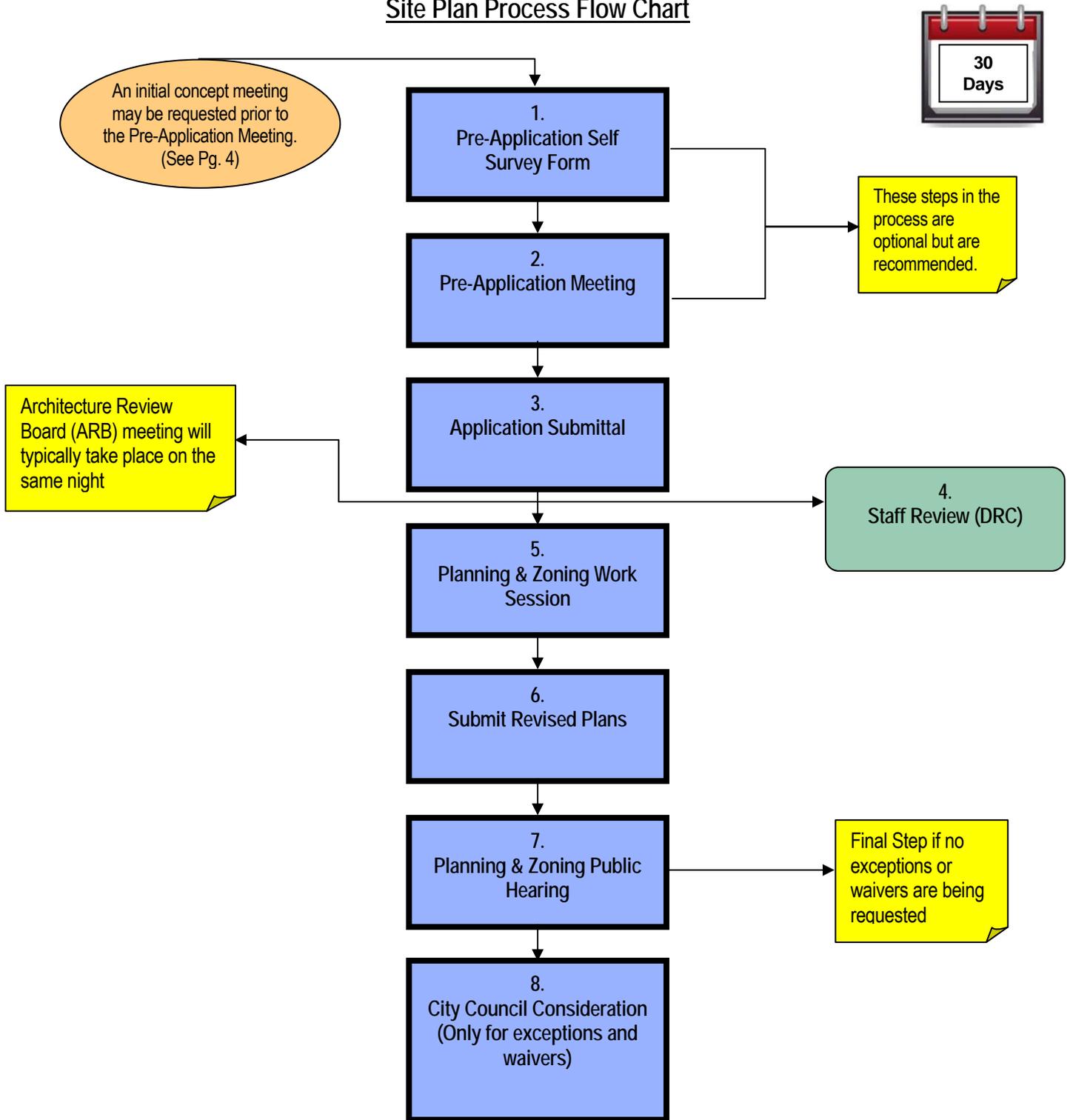
Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		Completed Application and fees				
		Completed Preliminary Plat-Plan Review Checklist				
		Preliminary Plat; 18" x 24", 20 Copies (folded). If multiple sheets are required, an overall plan shall be submitted. (See below for more info)				
		Landscape Plan (if required at this time, see Site Plan Packet for more information)				
		Tree Preservation Plan (if required at this time, see Site Plan Packet for more information)				
		Proposed Utility Service Plan				
		Other documents (if required)				
		Preliminary Plat Checklist				
		Proposed name of the subdivision				
		Location in relation to the rest of the city and boundaries of proposed subdivision				
		Names of record owner, subdivider, land planner/engineer, surveyor, etc				
		Date of plat preparation, scale and north point				
		Subdivision boundary lines and approximate acreage				
		Identification of each lot and block by number or letter				
		Dimensions, names and description of all public right-of ways, improvements, easements, parks and open spaces, both existing and/or proposed. Locate and identify existing and/or proposed median openings and left turn channelization				
		Proposed land uses, and existing and proposed zoning categories				
		Typical lot size; lot layout; smallest lot area; number of lots Building set-back lines adjacent to street				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Topographical information and physical features to include contours at 2' intervals, outlines of wooded areas, wetlands, drainage areas and 50 & 100 year FEMA and Local flood limit lines, if applicable				
		Location of City Limits, contiguous or within plat area				
		Propose structure footprint, construction type, and height				
		Indicate if structure will be equipped with a fire sprinkler system, if so show proposed fire department connection to sprinkler system				
		Location and sizes of all existing & proposed utilities including drainage, water lines, fire hydrants, sanitary sewer, and oil water separator -if required)				
		All proposed storm drainage with sizes and any required detention				
		Location of all proposed or existing roadways in plat area				
		Intended water sources and sewage disposal method whether inside City Limits or in extraterritorial jurisdiction				
		Recorded owners of contiguous parcels of subdivided land; names and lot pattern of contiguous subdivisions; approved concept plans or preliminary plats				
		Location, dimension and description of all existing or proposed lots and blocks, right-of-ways and easements, parks and open spaces				
		Location of all PD approved streetscape, amenities, and signage				
		Review plans with franchise utility companies				
		Drainage Maintenance Agreement				
		Minimum Finished Floor Elevations Shown				
		Required On and Off Site Utility Easements Shown (15' min width)				
		Required On and Off Site Access Easements Shown				
		Required On and Off Site Fire Lane Easements Shown indicating radius				
		ROW Dedication, corner clips and visibility easements Shown				
		Proposed Utility Service Plan				
		A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as locations of other major utility infrastructure. Utility infrastructure shall be identified as either public or private.				

*******End of Checklist for Preliminary Plat*******

Section 4 - Site Plan

Site Plan Process Flow Chart



Step-By-Step Process for Site Plan

1. Initial Contact-Complete Pre-Application Self Survey Form

Discuss Site Plan requirements with Planning staff. Complete Pre-Application Self Survey Form and return to Planning staff. Appropriate ordinances are available at City Hall for a fee; however, many documents can be downloaded free from the City's website (www.rockwall.com/PlanningZoning), including:

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

2. Pre-Application Meeting

Meetings are held every Thursday morning. Planning staff will contact you to schedule your appointment time. Refer to Section 1 Pre-Application Meeting for further details.

3. Application - Fees

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

4. Staff Review

Development Review Committee (DRC) reviews application and plans. The purpose of the Development Review Committee (DRC) is to review site plans, plats and zoning/SUP submittals to ensure compliance with all appropriate land development regulations and consistency with the Unified Development Code and Comprehensive Plan. The DRC is composed of members of staff representing all departments within the City of Rockwall's Development Services.

5. 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. For site plans requiring Architectural Review, the Architectural Review Board (ARB) typically meets on the same night as the Planning & Zoning Commission work session, providing their comments and recommendations directly to the Commission. Please check with staff for any questions about Architectural Review requirements and ARB meeting information. (See Section 2-Zoning, for more information on the meeting format)

6. 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.

7. Planning & Zoning Public Hearing

Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration. This is the final step in the process if no exceptions or waivers are being requested. All requested exceptions and waivers shall be approved the City Council. (See Section 2-Zoning, for more information on the meeting format)

8. City Council Public Hearing and Consideration

Revised plans with any exceptions or waivers and staff report are sent to the City Council for consideration.

Architecture Review Board (ARB) Meeting Information

For site plans requiring Architectural Review, the Architectural Review Board (ARB) typically meets on the same night as the Planning & Zoning Commission work session, providing their comments and recommendations directly to the Commission. Please check with staff for any questions about Architectural Review requirements and ARB meeting information.

Review by this Board is required if the subject project lies within any Planned Development or Overlay District (Scenic Overlay, SH 66, I-30, SH 205, FM 549, SH 276, John King Blvd, etc). The ARB will generally hold their meeting the same evening as the Planning & Zoning Commission Work Session, providing their recommendation directly to the Commission and applicant.

Check with Planning Staff prior to submittal. Additional information may be required for site plans in an Overlay district, including but not limited to the following:

1. Building materials
2. Color samples
3. Color elevations
4. Artistic rendering

Site Plan Application



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

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Landscape
<input type="checkbox"/> Tree Preservation	<input type="checkbox"/> Building Elevations
<input type="checkbox"/> Photometric / Lighting Plan	
<input type="checkbox"/> Material Samples / Color Rendering	

Property Information

<i>Addition Name:</i>		<i>Address / Location:</i>	
<i>Lot(s):</i>	<i>Block:</i>	<i>Current Zoning:</i>	
<i># Of Acres:</i>	<i># of Lots:</i>	<i># of Units:</i>	

Applicant Information

<i>Name:</i>		<i>Company:</i>	
<i>Mailing Address:</i>			
<i>City:</i>	<i>State:</i>	<i>Zip:</i>	
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	

Owner Information

<i>Name:</i>		<i>Company:</i>	
<i>Mailing Address:</i>			
<i>City:</i>	<i>State:</i>	<i>Zip:</i>	
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>	

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

 City Engineering Signature

 Planning Director Signature

P&Z Case No:

Site Plan Application Submittal Requirements

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Site Plan- Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> Site Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11
<input type="checkbox"/> Tree Preservation Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11
<input type="checkbox"/> Landscape Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11
<input type="checkbox"/> Photometric Plan	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11
<input type="checkbox"/> Building Elevations	24" x 36", 20 Copies (folded)	20 Large copies + one 8.5" x 11
<input type="checkbox"/> Building Samples/ Color Rendering		
<input type="checkbox"/> Application Fees		

Administrative Site Plan Approval

- In limited circumstances, as allowed by the Unified Development Code, a site plan application may be approved "administratively" by City Staff. To be eligible for administrative approval, the subject tract must NOT have "PD" Planned Development zoning and must NOT be located within any Overlay district.
- While there is no formal application deadline and the approval process is typically faster for an "administrative" site plan, that approval is often contingent on other applications (platting, engineering, etc).
- The application fee for administrative site plans shall be the same as other site plans (*see attached fee schedule*).
- Only four (4) copies of each required drawing are necessary with the initial submittal.

Application Fee Schedule (Res. No. 05-22)

Site Plan Application Fees

- | | |
|---|--------------------|
| • Site Plan (Incl. Elevations, Landscaping, Tree Preservation, etc) | \$250 + \$20/Acre* |
| • Amended Site Plan, Elevations or Landscaping Plan | \$100 |

*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.

Site Plan Application Schedule

The following schedule is for all new or amended Site Plans (including PD Site Plans), Building Elevations, Landscape Plans, Trees Preservation Plans, and Photometric Plans.

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

Application Deadline	2:00-5:00 pm "DRC" Meeting* 5:00 pm Arch. Review Board+ 6:00 pm P&Z Work Session	3:00 P.M. Revised Submittal Due	6:00 P.M. P&Z Public Hearing	6:00 P.M. City Council Meeting*
May 16, 2008	May 27, 2008	June 4, 2008	June 10, 2008	June 16, 2008
June 13, 2008	June 24, 2008	July 2, 2008	July 8, 2008	July 21, 2008
July 18, 2008	July 29, 2008	Aug 6, 2008	Aug 12, 2008	Aug 18, 2008
Aug 15, 2008	Aug 26, 2008	Sept 3, 2008	Sept 9, 2008	Sept 15, 2008
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Nov 14, 2008	Nov 25, 2008	Dec 3, 2008	Dec 9, 2008	Dec 15, 2008
Dec 19, 2008	Dec 30, 2008	Jan 7, 2009	Jan 13, 2009	<i>Jan 20, 2009 (Tues)</i>
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Feb 13, 2009	Feb 24, 2009	Mar 4, 2009	Mar 10, 2009	Mar 16, 2009
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April 17, 2009	April 28, 2009	May 6, 2009	May 12, 2009	May 18, 2009
May 15, 2009	May 26, 2009	June 3, 2009	June 9, 2009	June 15, 2009
June 19, 2009	June 30, 2009	July 8, 2009	July 14, 2009	July 20, 2009
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- * At the Development Review Committee (DRC) meeting, 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 Work session.
- + The Architectural Review Board (ARB) reviews all site plans and building elevations for projects located in an Overlay District and/or within a Planned Development District. Project Architect strongly encouraged to attend.
- # City Council Review only required for Special Exception or Variance Requests.

Additional Resources and Documents

The following is a list of additional documents that may be required during the Site Plan process. Please contact the respective City Department for further information.

- Army Corps of Engineer <http://www.usace.army.mil/Pages/Default.aspx>
- Comprehensive Plan http://www.rockwall.com/Planning/documents/Comprehensive%20Plan_Nov%202004.pdf Updates
<http://www.rockwall.com/Planning/documents/ComprehensivePlan.pdf>
- Downtown Plan <http://www.rockwall.com/Planning/documents/DowntownPlan.pdf>
- Downtown Regulating Plan <http://www.rockwall.com/Planning/documents/DowntownRegulatingPlan.pdf>
- Engineering Department Construction Briefing Document, which includes a Vertical Above Slab Checklist, Checklist Prior to Walkthrough for residential, commercial, and capital Improvement projects.
<http://www.rockwall.com/engineering/Documents/City%20Construction%20Notes%20-%20Construction%20Briefing%20Only.pdf>
- Engineering Standards of Design & Construction
<http://www.rockwall.com/engineering/Documents/Standards%20of%20Design%20and%20Construction.pdf>
- FEMA floodplain <http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>
- Needed Fire Flow Worksheet –for calculating the required needed fire flow
<http://www.rockwall.com/FireDepartment/Documents/Fire%20Flow%20Worksheet%20-.xls>
- Water Flow Test Report- for reporting the Needed Fire Flow available at property
<http://www.rockwall.com/FireDepartment/Documents/RFD%20Water%20Flow%20Test%20Report.xls>
- Fire Marshal's Office Policies and Guidelines <http://www.rockwall.com/FireDepartment/Documents/FDHandbook.pdf>
- Flood Plain Map - <http://www.rockwall.com/Engineering/Documents/FemaMap.pdf>
- GIS mapping - <http://www.rockwall.com/Planning/GIS.asp>.
- Land Use Plan- <http://www.rockwall.com/Planning/documents/LandUsePlan.pdf>
- NCTCOG Public Works Construction Standards<http://www.nctcog.org/envir/SEEDevEx/pubworks/standards.asp>
- Park Land Dedication Ordinance <http://www.rockwall.com/Parks/Documents/Dedication%20ordinance%20rev%207-01.pdf>
- Sign Ordinance-<http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Ordinance.pdf>
- Sign Permit <http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Permit%20Application.pdf>
- Subdivision Ordinance <http://www.rockwall.com/Planning/documents/SubdivisionRegulations.pdf>
- Subdivision Map http://www.rockwall.com/Planning/GIS/Maps/SubdivisionMap_2009.pdf
- Thoroughfare Plan <http://www.rockwall.com/Planning/documents/ThoroughfarePlan4.pdf>
- Unified Development Code (Include all Overlays) <http://www.rockwall.com/Planning/documents/UDC.pdf>
- Updated Park Master Plan <http://www.rockwall.com/Parks/Documents/MasterPlan.pdf>
- Wastewater Base Map <http://www.rockwall.com/Engineering/Documents/Sewer%20Grid%20Map.pdf>
- Water Distribution Map <http://www.rockwall.com/Engineering/Documents/Water%20Grid%20Map.pdf>
- Zoning Map – http://www.rockwall.com/Planning/GIS/Maps/ZoningMap_Mar2009_official.pdf

Site Plan- Plan Review Checklist

Project Name: _____

Project Contact Name: _____

Date: _____

Submission of this completed form is a part of the Site Plan Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		Completed Application and fees				
		Completed Site Plan-Plan Review Checklist				
		Site Plan; 18" x 24", 20 Copies (folded). If multiple sheets are required, an overall plan shall be submitted.(See below)				
		Tree Preservation Plan				
		Landscape Plan				
		Photometric Plan				
		Building Elevations				
		Site Plan				
		GENERAL INFORMATION				
		Vicinity map or adequate reference showing total lot or site area-if the site is part of a larger tract include a key map showing entire tract and location of site being planned.				
		North arrow, date, and legibly drawn to a standard engineering scale				
		Plat name, lot, and block				
		Submission date				
		Scale (written and graphic)				
		Names, addresses, and telephone numbers of designer, engineer, developer, and owner				
		SITE/ADJACENT PROPERTY INFORMATION				
		Total site acreage				
		Site indicating boundaries with dimensions, proposed land uses and project phase lines, if any				
		Location and width of existing and proposed public and private rights of way, visibility triangles and easements (including utilities and trail access) located on, abutting or intersecting the site				
		Need property corners tied down including pins across				

				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		existing ROW's				
		Adjacent subdivision names and property lines				
		Adjacent properties with zoning and existing structures and uses identified				
		Location of any proposed flag pole				
		BUILDING LAYOUT				
		Existing and proposed structures showing approximate location, square footage under roof, outline and dimensions of perimeter walls and any projections, including distances to property lines and other structures				
		Existing structures within 100-feet on the adjoining properties				
		Front, side, and rear building setback lines				
		Separation distances between building sites				
		Proposed category of use or uses of structures				
		Number of stories in height and total height in feet				
		Proposed construction type				
		Gross floor area				
		Location of entrances and exits to/from building				
		Location of loading docks (if any)				
		Location of outdoor storage and ancillary structures to include dimensions and percentage of the site used for outdoor storage				
		Location and types of all signs, including lighting and heights. Add note on plans to indicate the requirement for a separate sign permit.				
		ACCESS AND PARKING				
		Location, width, curve radii, and proposed construction type of all streets, alleys, parking areas, fire lanes, and drive approaches				
		Location of all streets, drives and alleys which are adjacent to or dead-end into the site, including the location of existing and proposed median openings and turn lanes				
		Location of any special traffic regulation facilities				
		Location of any proposed fencing and gates				
		Street names of all proposed streets				
		Number, location, and dimensions of regular and handicapped parking spaces				
		Dimension of aisles, driveways, maneuvering areas, and curb return radii				
		Dimensions between spaces and adjacent right-of-ways				

				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		Location and width of sidewalks, handicapped ramps, and other pedestrian facilities				
		FIRE/LIFE SAFETY				
		Identify whether the facility will have a fire sprinkler system				
		Location of the Fire Department Connection (FDC) (5-foot wide pathway from fire lane, facing a fire lane, within 50-feet of fire lane, and 100-feet of a fire hydrant)				
		Existing and proposed locations of fire hydrants (300-foot hose coverage to all exterior walls)				
		Fire flows at the nearest fire hydrants				
		Limits of the 10-foot wide fire department access around the exterior building walls. (max. 5% slope)				
		Location and size of any existing or proposed fuel storage tanks (aboveground and/or underground)				
		DRAINAGE/UTILITIES/SERVICES				
		Existing and proposed topography contours at a maximum of 5-foot intervals				
		Direction of water flow				
		Quantity of on and off-site water drainage				
		Handling of on-site surface drainage (location and size of existing and proposed open or enclosed channels, detention or retention basins, storm sewer inlets, etc.)				
		Areas where special design and construction may be necessary due to slope or soil conditions				
		Drainage ways, creeks, wetlands, and limits of the ultimate 100-year flood plain and floodway as shown on current FEMA mapping or City's Master drainage plan or local floodplain as maybe determined by flood study including location and acreage, water surface elevations, and a general plan for accommodating flood waters and drainage				
		Existing and proposed water and sanitary sewer layout (Identify exact sizing of existing lines. Sizing of proposed lines will be approved as part of the Engineering Plan submittal.)				
		Locations, dimensions, and screening details for solid waste container pads				
		Location of existing and proposed above and below ground franchise utility services and facilities (natural gas, electric, communications)				
		Location of electrical transformers & pads				
		Location of proposed grease interceptors and/or sand oil interceptors				
		SCREENING/BUFFERING/LANDSCAPING				
		Location, height and material for any existing, or proposed				

				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		fence or screening wall to include landscape buffer area				
		Location, height and type of any proposed berms or living screens				
		Location and type of lighting and/or screening of yards				
		Location and type of amenities, streetscape details, and screening along public roadways proposed or shown on PD Concept/Development Plan				
		Location of existing protected trees and their status (protect or remove)				
		SELECT SITE SPECIFICATIONS				
		The following information shall be presented in tabular form, in addition to, and not in lieu of the above items:				
		Proposed density of each use				
		Acreage and square footage of site and gross building area, percent lot coverage (building area/lot area)				
		Percent open space (building and parking area/lot area)				
		Building types by height in stories and feet				
		Calculations showing amount of impervious area vs. landscape / open space area provided and required (as per zoning district)				
		Number of off-street parking and loading facilities (provided vs. required)				
		Tree Preservation Plan				
		Date, scale, north point, and names, addresses, and telephone numbers of both the property owner and the person preparing the plan				
		Project name, street address, and lot and block description				
		Location of all existing or proposed structures, or building pads as shown on the grading plan and all improvements properly dimensioned and referenced to property lines.				
		Setback and yard requirements				
		Existing and proposed site elevations, grades, major contours and limits of construction				
		Location of existing or proposed utilities, ROW, floodplain, wetlands, and easements				
		Location and description, by type and size, of existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and drip line of said trees shall be protected prior to and during all construction, including all dirt work				
		Location of all protected trees (4" or larger), trees to be removed from the site and the proposed locations of all replacement trees.				
		Table showing inches of trees being removed and replaced				

				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		Columnar listing of all protected trees by species, location key shown on the plat, diameter breast height (DBH), physical condition of tree, and an indication of whether or not the applicant is proposing to remove that tree. Each column with numeric values shall be totaled.				
		Landscape Plan				
		Date, scale, north point, and names, addresses, and telephone numbers of both the property owner and the person preparing the plan				
		Project name, street address, and lot and block description				
		Location of existing boundary lines and dimensions of the lot, street address, approximate centerline of existing water courses and the location of significant drainage features; and the location and size of existing and proposed streets and alleys, utility easements, floodplain, wetlands, driveways and sidewalks on or adjacent to the lot				
		Location, height, and material of proposed screening and fencing (with berms to be delineated by one-foot contours).				
		Locations and dimensions of proposed landscape buffer strips				
		Complete description of plant materials shown on the plan, including names, locations, qualities, container or caliper sizes at installation, heights, spread, and spacing. The location and type of all existing trees on the lot over six inches in caliper must be specifically indicated				
		Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area to be provided internal to parking areas, the total square footage included in the parking area, and the number and location of required off-street parking and loading spaces				
		Show distances from parking spaces to proposed/existing landscaping (for 18-foot parking spaces, trees and shrubs planted a minimum of 4-foot from back of curb)				
		Location and description, by type and size, of existing protected trees (4" or larger) proposed to be retained. Such trees shall be marked and drip line of said trees shall be protected prior to and during all construction, including all dirt work				
		Size, height, location, and material of proposed seating, lighting, planter's sculptures, water features and landscape paving and other site amenities				
		Identification of visibility triangles on the lot for all driveway intersections and public streets				
		Location of proposed and existing utilities				

				Official Use Only		
Not Applicable	Included	Item Description	Notes	Missing	Incomplete	Code Ref
		Landscape table with calculation of landscaped area provided				
		Location and size of all existing and planned structures on the subject property				
		Trees must be planted at least five feet from water, sewer and storm sewer lines. (Add note to plans indicating this requirement)				
		Photometric Plan				
		A scale drawing of the site with all proposed and/or existing easements shown (i.e. utility, water, sewer, and drainage)				
		Show locations of all exterior lighting, including pole mounted, wall-mounted, signage, etc.				
		Indicate overall mounting height of all proposed light fixtures.				
		Indicate lamp type, size and wattage of all light sources.				
		Provide proposed light fixture specifications, including catalog cut-sheets or generic standards and elevation drawings.				
		Show lighting levels in foot-candles (FC) measured throughout site and extended to all property lines of subject property. Maximum level of 0.2-FC measured at all property lines				
		Fixture mounting heights, mounting orientation, and tilt angles if applicable;				
		A representative point-by-point illumination array for the site showing property lines and off site lighting impacts;				
		The maximum fixture height as measured from the vane of the fixture to the base of the pole with pole type indicated				
		Location of proposed canopy lighting, which shall use recessed fixtures with diffusers that do not extend below the canopy surface.				
		Building Elevations				
		Specifications and description of all proposed building materials, on all proposed buildings.				
		On each façade / elevation, indicate percentage of ALL building materials proposed, excluding doors & windows.				
		Sample board for all building materials, with each material clearly labeled with manufacturer, color, etc.				
		Indicate overall height of proposed structure (s).				
		Indicate roofing materials, colors, etc.				
		Dimension all elements of building, including vertical and horizontal articulation(s).				
		Dimension from overhangs to nearest easements. (i.e. fire lane, water, other utilities)				

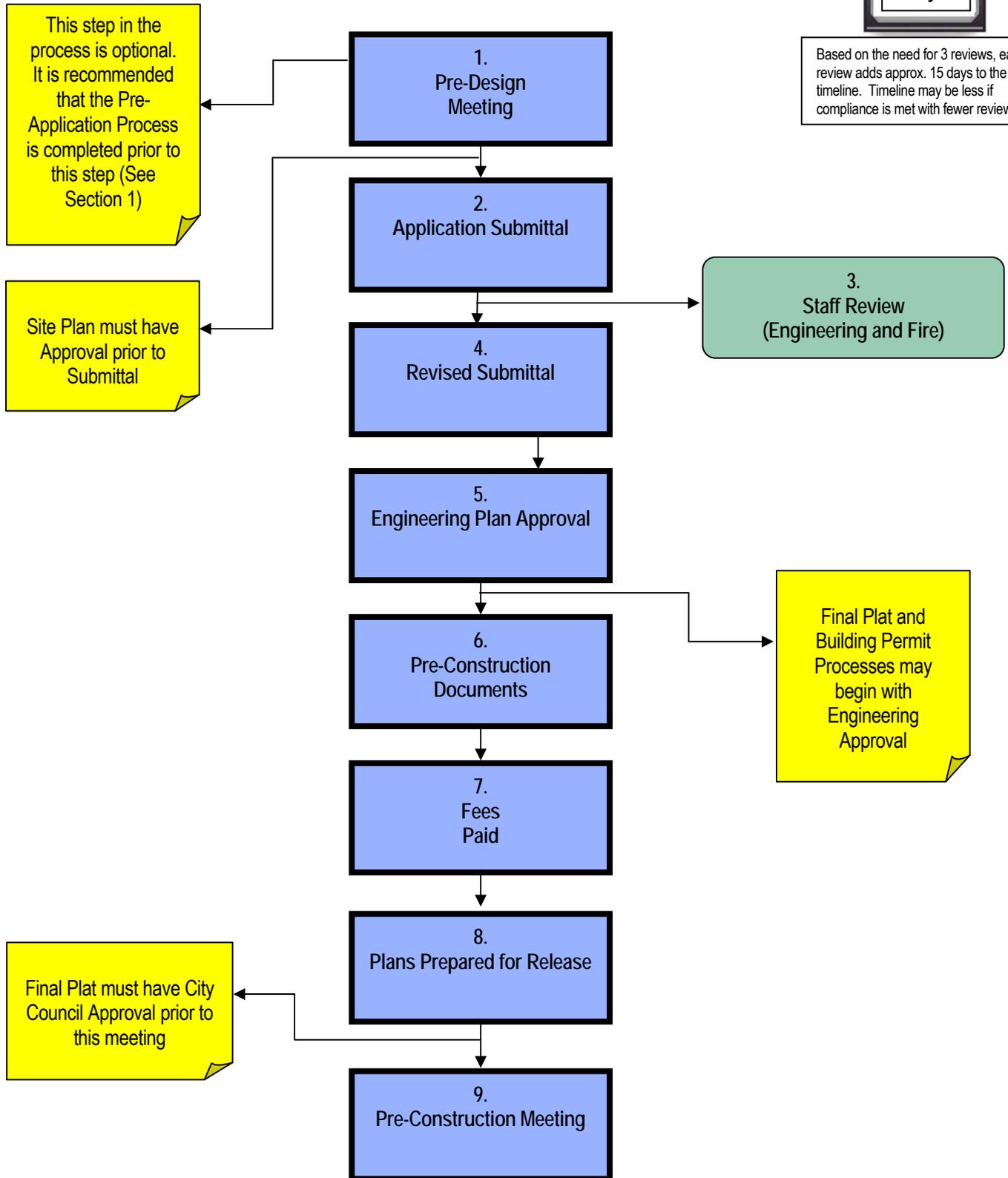
*****End of Checklist for Site Plan *****

Section 5 - Engineering

Engineering Process Flow Chart



Based on the need for 3 reviews, each review adds approx. 15 days to the timeline. Timeline may be less if compliance is met with fewer reviews



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.

Step-By-Step Process for Engineering Plan

1. **Pre-Design Meeting**

Although not required, a pre-design meeting between the development team and the Engineering and Fire Department staff allows the development team to ask specific engineering-related questions and allows Engineering and Fire Department staff to share its institutional knowledge before significant design effort is expended. The Pre-Application Meeting should be completed prior to beginning the Engineering Process. Contact the Planning Department for more information on the Pre-Application Process or see Section 1 of this document.
2. **Application**

After your Site Plan is approved by the Planning Department, you may submit an application for Engineering Plan Review to the Engineering Department. Submit application and required copies of the plans.
3. **Staff Review**

The first review normally takes 10 business days. Each submittal is reviewed by the Engineering and Fire Department. Based on these reviews, the Engineering Department will notify the Development Team of staff comments that need to be addressed with instructions on picking up the marked up submittal.
4. **Revised Submittal**

Based on Staff review, changes or corrections shall be made and plans shall be resubmitted. Review of subsequent submittals normally takes 10 business days per subsequent submittal.
5. **Engineering Plan Approval**

Once all staff comments have been adequately addressed and plans have been revised to reflect changes and all project specific permits and documents have been obtained, the Engineering Department will notify the Development Team that the Engineering Plans are ready for release. At this point, the Final Plat and Building Permit processes may begin.
6. **Pre-Construction Documents**

The Development Team shall submit all required pre-construction documents and permits to the Engineering Department. Further detail on the required permits and documents can be found in this packet.
7. **Fees Paid**

A fee memo will be prepared by the City Engineer. The fee memo will note the engineering inspection fees, roadway, and water and wastewater impact fees along with any other engineering or project fees associated with the project as determined by the City Engineer. Construction cannot begin and a building permit will not be issued until all fees have been paid.
8. **Plans Prepared for Release**

Once all Engineering Plans have been finalized, fees paid, and permits obtained, the development team shall furnish required sets of complete Engineering Plans with every sheet stamped with a City of Rockwall release and date stamp to the Engineering Department.
9. **Pre-Construction Meeting**

Once Final plat is approved, all associated fees and documents have been submitted to the City, and the Engineering Plans are “released” for construction, the contractor or developer must contact the Engineering Department (972-771-7746) to schedule a pre-construction meeting.

Engineering Plan Review and Release Information

Prior to Engineering Plan Submission

Schedule and Attend a Pre-Application Meeting – First. Contact the Planning Department to schedule your pre-application meeting and have a City Case Manager assigned to your project.

Obtain and Review the Engineering Plan Submittal Application. Ensure that every item included in the Engineering Plan Submittal Application is addressed on the Engineering Plans prior to submittal.

Obtain Standard Specifications. The City of Rockwall currently utilizes the Standard Specifications for Public Works Construction, North Central Texas, Third edition, published by the North Central Texas Council of Governments (NCTCOG). City of Rockwall specifications and amendments to the NCTCOG standards can be found in the City of Rockwall Standards of Design and Construction. This document is available for download on the Engineering Department webpage www.rockwall.com/Engineering. The Fire Department standards can be found in the Fire Marshal's Office Polices and Guidelines document. This document is available for download on the Fire Department webpage www.rockwall.com/firedepartment.

Obtain Record Drawings. The development team is responsible for obtaining and reviewing record drawings of all underground City utilities and paving from the Engineering Department prior to submitting plans. The development team shall provide a location map and email contact information with the request to Bruce Hanby, bhanby@rockwall.com or call (972)772-6444. Record drawings are typically transmitted electronically. In addition, record drawings may need to be obtained from other governmental agencies such as the Texas Department of Transportation (TXDOT), the North Texas Municipal Water District (NTMWD), etc. or from franchised utility companies.

Request a Pre-Design Meeting. Although not required, a pre-design meeting between the development team and Engineering and Fire Department staff allows the development team to ask specific engineering-related questions and allows Engineering and Fire Department staff to share its institutional knowledge before significant design effort is expended. The City staff will provide information on required off-site easements, TxDOT permits and facility agreements.

City Utilities. The City's ordinance on utility extensions, impact fees and pro-rata agreements is available on the Engineering Department webpage www.rockwall.com/Engineering

Engineering Plan Review Details

Initial Engineering Plan Submittal. After your Site Plan is approval by the Planning Department, you may submit for Engineering Plan Review to the Engineering Department, located in City Hall at 385 South Goliad.

The submittal will be reviewed for completeness by the Engineering Department in accordance with the submittal checklist at the end of this document. If the submittal is incomplete, it will be immediately rejected and returned without review. If the submittal is complete, it will be routed to the Engineering and Fire Departments for City Staff review. The first review normally takes 10 business days. Staff will notify the Development Team when the review has been completed with instructions on picking up the marked-up submittal.

Subsequent Engineering Plan Submittals. Each resubmittal must comply with the Engineering Plan Submittal Requirements Checklist including the City of Rockwall mark-up engineering plan set and written reply to Fire

Department Review comments. Review of subsequent submittals normally takes 10 business days per submittal.

Fast Track Review Option. With the approval from the Engineering Staff, a Fast Track review may be requested. This option is only available after the initial submittal. It will consist of an in-person meeting to review your plans with all appropriate City Staff. The Engineer must comply with the Engineering Plan Submittal Requirements Checklist including the City of Rockwall mark-up engineering plan set. Fast Track review will provide you with same day comments and mark-ups with the exception of detention related issues, which will require 1 additional day for final comments.

Aid to a Quick Review for Subsequent Submittals. Address each of City comments by including the information on the plan sheet or by writing an explanation on the sheet. Place the information or explanation on the same plan sheet as the review comment. If the information or explanation is on another sheet, write a note on the markup sheet next to the review comment telling the City where to find the information or explanation.

Engineering Plan Review Status. The status of an engineering plan review may be checked on-line at the City's development website at www.rockwall.com/ETrakIT using the development specific user ID. See Section 7-Building, E-TrakIT Step by Step Process for detail instructions.

Out of Town Engineering Firms. Engineering firms located outside the metroplex must arrange to have the marked-up plans shipped to them. The development engineer shall provide a completed shipping voucher that includes a payment/account number. Once the mark-up plans are ready, the Engineering Department will contact the development engineer.

Other Plan Approvals, Documents, and Permits Required. The following plans and permits must be approved separately prior to full release of Engineering Plans for construction:

- Site Plan.** A Site Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department and a stamped/signed copy included in the Engineering Plan Submittal.
- Landscape Plan.** A Landscape Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department and a stamped/signed copy included in the Engineering Plan Submittal.
- Tree Preservation Plan.** A Tree Preservation Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department and a stamped/signed copy included in the Engineering Plan Submittal.
- Irrigation Plan.** Irrigation plans should be submitted separately to and approved by Building Inspection. Only the irrigation meter should be shown on the Engineering Plan Utility Plan sheet.
- Project Specific Permits and Documents.** During Engineering Plan review, the Engineering Department will inform the development team if any other letter(s) of permission or permits from adjacent property owners and/or other public agencies (i.e., TxDOT, NTMWD, COE, FEMA, etc.), are required. Such documents include off-site easements, facilities agreements, wetland determination, cross-access easements, FEMA CLOMR and LOMR, and TxDOT access and crossing permits.

Expiration of Engineering Plans: The acceptance of an administratively complete engineering plan submittal application is considered a permit under the Local Government Code, Chapter 245. Said permit shall expire one

year after acceptance of administratively complete application unless progress is being made toward completion of the project. If the permit expires, a new engineering plan submittal application will be required under current design standards and ordinances, which may include submission of additional fees.

Revisions to “Release” Engineering Plans: If changes to the “released” set of Engineering Plans are needed during construction, they must be submitted to the City Engineering Department for review and release. All revisions shall be “clouded” and the revision number and date shall be indicated.

Preparation of Engineering Plans for Release

Once all Engineering Plans have been finalized, fees paid, Final Plat approved, permits obtained, facility agreements executed, and off-site easements obtained, development team shall furnish at least two (2) full size (24" x 36"), seven (7) half size (11 x 17"), and any additional owner/contractor sets of complete Engineering Plans to the Engineering Department. The development team shall stamp every sheet of all Engineering Plan sets with a City of Rockwall release and date stamp. The City keeps all “released” sets with the date stamp until the pre-construction meeting when it provides the stamped owner/contractor sets to the owner and contractor. The development team may not make copies of the plans. All plans located on the job site shall be stamped with the color stamp and readily available at all times. If the Engineering Department construction inspector asks to see a set of plans, and plans do not have the colored stamp, the project will be shut down until a stamped set is available. The development team can submit additional copies of the plan sets to be stamped with the date release stamp after the pre-construction meeting.

Pre-Construction Meeting Information

The purpose of the pre-construction meeting is to review the requirements of the construction project as well as get the Registered Design Professionals, Plan Reviewers, Contractor and Inspection Department personnel together to become familiar with the project and each other.

The Development Team will be notified by the Engineering Department when the project is ready for a Pre-Construction Meeting.

Prior to scheduling a pre-construction meeting the below noted documents are to be submitted to the City of Rockwall along with the payment of all associated fees.

Required Documents and Permits:

1. Storm Water Pollution Prevention Plan (SWP3) – A copy of the (SWP3) is to be submitted to the City, if the project disturbs 1-acre or more.
2. Storm Water Notice of Intent (NOI) - A copy of the NOI will be required if the disturbed area at the project is (5-Acres or more) or if the project will disturb 1 or more acres, but less than 5-acres and is part of a larger common plan of development or sale that will disturb 5-acres.
3. TPDES General Permit No. TXR 150000 - Provide a copy of the general permit to the City of Rockwall if the project is 1 to less than 5-acres disturbed.
4. City of Rockwall Administrative Policy (97-03) – This document is to be signed by the owner and the design engineer or their designated representatives. A copy of this policy will be provided by the City of Rockwall.
5. Plat Mylar's - Submit 3 – Copies of the Final Plat Mylar's with the owners' signature. The Mylar's are to be directed to the attention of Irene Hatcher, the Planning Coordinator for the City of Rockwall. Ms. Hatcher can be contacted at (972) 771-7745.
6. Tax Certificates – are also to be directed to the attention of Irene Hatcher.

Required Fees:

The Design Engineer or Contractor for the project shall submit a letter with a breakdown of the construction quantities and associated costs for public improvements. Once these items have been submitted a fee memo will be prepared by the City Engineer. The fee memo will note the engineering inspection fees, roadway impact fee, siren fee, any pro rata fees, and water and wastewater impact fees along with any other engineering or project fees associated with the project as determined by the City Engineer. The engineering inspection fees shall be paid prior to the Pre-Construction Meeting. The remainder of fees will be assessed at the Building Permit.

Scheduling of the Pre-Construction Meeting:

Once all associated fees and documents have been submitted to the City and the Engineering Plans are "released" for construction, the contractor must contact the Engineering Department Project Engineer (972-771-7746) to schedule a pre-construction meeting. City staff will notify you when plans are approved for pre-construction.

Required Attendees:

- Design Engineer or Designated Representative.
- Paving, Grading and Utility Contractor Representatives.
- Laboratory Control Representative – Lab performing geotechnical and concrete tests.

Vertical Construction Meeting Information

No vertical above slab construction will be allowed until a vertical construction meeting has been held. The purpose of the vertical construction meeting is to ensure that all the requirements prior to vertical construction have been met. The City staff will discuss any outstanding project issues and issue written approval for vertical construction pending that all applicable issues have been resolved.

The contractor shall notify the Engineering Department when the project is ready for a Vertical Construction Meeting.

Prior to scheduling a vertical construction meeting the below noted checklist shall be complete by the Engineering Department Staff and Fire Department Staff.

Minimum Vertical Construction Requirements:

1. Fire lane pavement shall be installed, tested and approved for use.
2. Fire lane pavement shall be marked to City specifications.
3. Site water lines shall be installed, tested, and approved for use.
4. Fire hydrants shall be installed and ready for use.
5. Fire hydrant nozzle and bonnets shall be painted as per line size color code.
 - Solid silver – for 6-inch water mains.
 - Blue nozzle and bonnet for 8-inch water mains.
 - Yellow nozzle and bonnet for 10 inch water mains and above.
6. Reflective hydrant locator buttons in place at hydrant pavement locations.
7. Fire hydrants flow tested to verify flow at designated hydrant locations.
8. Fire hydrant nozzle diameter verified.
 - Two hose nozzles measuring two and one-half inches (2-1/2) nominal I.D.
 - One pumper nozzle measuring four and one-half inches (4-1/2) nominal I.D.
 - All nozzles are to have National Standard Hose Threads.
9. Fire hydrant clearance – minimum of 5-foot radius clearance at each hydrant.
10. Fire hydrant nozzle height - minimum 19-inches to 28-inches above final grade.
11. Silt fence shall be placed above the fire lane if it is deemed necessary at positive flow area.
12. Exterior building material specifications list shall confirm compliance with approved Planning and Zoning approved elevations.

Scheduling of the Vertical Construction Meeting:

Once the vertical Construction Checklist has been completed by the City, the contractor must contact the Engineering Department inspector assigned to the project to schedule a vertical construction meeting.

Required Attendees:

- Contractor Representatives

Engineering Application



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

Permit No. E20____ - _____
Received Date: _____

Property Information

<i>Addition Name:</i>	<i>Address/Location:</i>	
<i>Lot(s):</i>		
<i># Of Acres:</i>	<i># of Lots:</i>	<i># of Units:</i>

Engineer Information

<i>Name:</i>	<i>Company:</i>	
<i>Mailing Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>

Owner Information

<i>Name:</i>	<i>Company:</i>	
<i>Mailing Address:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>
<i>Phone:</i>	<i>Fax:</i>	<i>Email:</i>

This application must be submitted with the Floodplain Administrator Letter and the completed Engineering Application Submittal Requirements Checklist

Floodplain Administrator

_____, Texas _____

DEVELOPMENT PERMIT APPLICATION

\$ _____ PERMIT FEE

STATE OF TEXAS

§

COUNTY OF _____

§

APPLICATION NUMBER _____

§

1. NAME OF APPLICANT:
MAILING ADDRESS:

2. LOCATION OF PROPERTY (complete as appropriate)
If located in a subdivision:

Name of Subdivision Section No. Block No. Lot No.

If NOT located in subdivision:

Name and No. of Survey/Abstract Acreage

Location Description (Attach a vicinity map)

3. NATURE OF PROPOSED DEVELOPMENT (check and complete all that apply)

Residential Placement of Fill Other

Alteration of a Natural Waterway or Drainage Course

Non-Residential Name and Type of Business _____

New Construction Substantial Improvement to Existing Structure

WARNING: Please read and acknowledge.

The flood hazard boundary maps and other flood data used by the _____ Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create Liability on the part of _____, the _____ Floodplain Administrator or any officer or employee of _____ in the event flooding or flood damage does occur.

Additional federal, state or local, permits may be required.

Signature _____ Date: _____

4. APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION, IF IN A FLOOD PLAIN.

FOR USE BY FLOODPLAIN ADMINISTRATOR

Is the property located in an identified flood hazard area? Yes No

Is the property located in the floodway? Yes No

FIRM Zone Designation is: _____ FIRM Panel No. _____ Dated _____

Base Flood Elevation at the site is _____ ft NGVD (MSL) or is unavailable _____

Is additional information required (including Letter of Map Change)? Yes No

Ensure that applicant is receiving the necessary federal, state, or local permits. Yes No

- Variance Issued
- Permit Application Approved
- Permit Application Denied

Floodplain Administrator _____ Date: _____

THIS PERMIT IS VALID FOR ONE YEAR FROM DATE ISSUED AND WILL NEED TO BE RENEWED IF WORK IS NOT COMPLETED AT THAT TIME

Engineering Submittal Requirements

Submit the following items:	1 st Submittal	Submittal w/ revisions
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Engineering- Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> Engineering Plans (See below)	24 x 36" Full Size, 4 Copies (+ 2 copies w/ lift station)	24" x 36" Full Size, 3 copies (+ 2 copies w/ lift station)
<input type="checkbox"/> Engineering Mark-ups		Original Set
<input type="checkbox"/> Review Comments		one 8.5" x 11
<input type="checkbox"/> Other required Permits	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> Study or Reports (i.e. Flood study, Lift Station Report)	8.5" x 11", 2 Copies	8.5" x 11", 2 Copies

The following items must be included in your plans in order to be reviewed. A detailed list of requirements for each plan sheet is available on the Engineering-Plan Review Checklist.

- All drawing sheets will include a title block, north arrow, scale, legend, and seal and signature of the Engineer of Record.
- The Cover Sheet to include a location map, engineer and owner contact information, sheet index, and plan type (civil engineering, mass grading, etc.).
- A copy of the proposed Final Plat will follow the Cover Sheet.
- A copy of the approved Site Plan, Landscape Plan, and Tree Preservation Plan stamped by Planning Department will follow the proposed Final Plat.
- Dimensional Control & Paving Plan sheet(s)
- Grading Plan sheet(s)
- Drainage Area Map sheet(s)
- Storm Drainage Plan sheet(s) including detention system
- Utility (Water & Sanitary Sewer) Plan sheet(s)
- Erosion Control/SWP3 Plan sheet(s)
- Lift Station Detail Sheet (if applicable)
- Applicable project specific detail sheet(s) will be at the end of the Engineering Plan set.

Engineering Administrative Fee Schedule

Required Fees:

A fee memo will be prepared by the City Engineer. The fee memo will note the engineering inspection fees, roadway impact fee, siren fee, any pro rata fees, and water and wastewater impact fees along with any other engineering or project fees associated with the project as determined by the City Engineer. The engineering inspection fees shall be paid prior to the Pre-Construction Meeting. The remainder of fees will be assessed at the Building Permit.

Engineering Inspection Fee:

An engineering fee of two percent (2%) of the actual contract construction costs of city improvements and detention facilities shall be established. The fee shall be based on a percentage of the estimated construction cost of public improvements and other construction cost as listed below. The fee shall be due and payable prior to Engineering plan release, scheduling of the required Pre-Construction Meeting and start of construction.

The Design Engineer or contractor for the project shall submit a breakdown of the below noted quantities and associated construction costs. If estimated quantity amounts and construction costs are to be used, then they are to have the seal and the signature of the Design Engineer. Prior to final acceptance by the City, the actual unit quantity and unit costs will be furnished to the City and the fee will be adjusted accordingly. All quantity submittals shall be formatted to include the established contract unit quantity and unit price amounts.

Paving – Pavement and/or pavement improvements including sidewalks and barrier free ramps that are located within the defined right-of-ways of the project. Fire Lane breakdown shall be provided however it will not be included in the Engineering Inspection Fee calculation.

Water Lines and associated fixtures – Public improvements located with defined easements or right-of-ways of the project.

Sanitary Sewer lines and associated fixtures – Public improvements located within defined easements or right-of-ways locations of the project.

Storm Sewers, Drainage Structures and Detention/Retention Ponds – Including the associated fixtures, which are located within the defined easements or right-of-ways of the project.

Hardscape – Include the cost of all screening walls, fencing and associated fixtures.

Projected - Laboratory Control Testing Cost for Paving and Utilities. (Concrete and Geotechnical Tests).

Roadway Impact Fees Chart

Rockwall Land Use/Vehicle-Mile Equivalency Table

CATEGORY	LAND USE	DEVELOPMENT UNITS (X)	TOTAL SERVICE UNITS (VEH-MI / DEV UNIT)	IMPACT FEE
RESIDENTIAL	SINGLE-FAMILY DETACHED	D.U.	3.184227	\$815.16
	APARTMENT/TOWNHOUSE	D.U.	1.797039	\$460.04
	RETIREMENT COMMUNITY	D.U.	0.659496	\$168.83
	INDEPENDENT SR. LIVING FACILITY	D.U.	0.586724	\$150.20
OFFICE	GENERAL OFFICE BLDG	1000 GFA	5.078460	\$1,300.09
	CORPORATE HEADQUARTERS BLDG	1000 GFA	4.771708	\$1,221.56
	MEDICAL-DENTAL OFFICE BLDG	1000 GFA	9.664706	\$2,474.16
	U.S. POST OFFICE	1000 GFA	7.368007	\$1,886.21
	BUSINESS PARK	1000 GFA	4.396788	\$1,125.58
	RESEARCH AND DEVELOPMENT CENTER	1000 GFA	3.473121	\$889.12
COMMERCIAL	RETAIL/SHOPPING CENTER	1000 GLA	2.618139	\$670.24
	QUALITY RESTAURANT	1000 GFA	3.331693	\$852.91
	FAST FOOD RESTAURANT WITH DRIVE-THROUGH	1000 GFA	10.308957	\$2,639.09
	HIGH TURNOVER RESTAURANT	1000 GFA	4.793935	\$1,227.25
	GAS STATION w/CONVENIENCE MARKET	1000 GFA	5.933749	\$1,519.04
	CONVENIENCE MARKET WITH GASOLINE PUMPS	1000 GFA	3.640891	\$932.07
	GROCERY/SUPERMARKET	1000 GFA	2.127405	\$544.62
	DISCOUNT CLUB	1000 GFA	2.267498	\$580.48
	AUTO SALES	1000 GFA	1.999788	\$511.95
	VIDEO RENTAL STORE	1000 GFA	2.966792	\$759.50
	BANK	1000 GFA	9.165126	\$2,346.27
	PHARMACY/DRUGSTORE WITH DRIVE-THROUGH	1000 GFA	1.785939	\$457.20
	APPAREL STORE	1000 GFA	1.319663	\$337.83
	MOVIE THEATER	SCREENS	10.811782	\$2,767.82
	FURNITURE STORE	1000 GFA	0.220906	\$56.55
	HOME IMPROVEMENT SUPERSTORE	1000 GFA	1.254380	\$321.12
	HARDWARE/PAINT STORE	1000 GFA	0.965587	\$247.19
	BUILDING MATERIALS/LUMBER STORE	1000 GFA	0.895762	\$229.32
	NURSERY (GARDEN CENTER)	1000 GFA	1.242254	\$318.02
	NURSERY (WHOLESALE)	1000 GFA	1.042840	\$266.97
	HOTEL	ROOMS	0.691368	\$176.99
	MOTEL	ROOMS	0.550751	\$140.99
	ALL SUITES HOTEL	ROOMS	0.644496	\$164.99
	AUTO CARE CENTER	1000 GFA	1.856992	\$475.39
	QUICK LUBE SHOP	1000 GFA	1.845035	\$472.33
	AUTO PARTS SALES	1000 GFA	2.125878	\$544.22
	TIRE SUPERSTORE	1000 GFA	3.297261	\$844.10
	WHOLESALE TIRE STORE	1000 GFA	2.508294	\$642.12
MINI-WAREHOUSE/SELF STORAGE	1000 GFA	0.465673	\$119.21	
INDUSTRIAL	GENERAL LIGHT INDUSTRIAL	1000 GFA	1.989699	\$509.36
	MANUFACTURING	1000 GFA	2.149452	\$550.26
	INDUSTRIAL PARK	1000 GFA	2.231000	\$571.14
	WAREHOUSING	1000 GFA	1.173200	\$300.34
INSTITUTIONAL	PRIVATE SCHOOL (K-12)	STUDENTS	0.197863	\$50.65
	JUNIOR/COMMUNITY COLLEGE	STUDENTS	0.142380	\$36.45
	UNIVERSITY/COLLEGE	STUDENTS	1.158250	\$296.51
	DAY CARE CENTER	STUDENTS	0.095509	\$24.45
	HOSPITAL	BEDS	1.903457	\$487.28
	NURSING HOME	BEDS	0.322123	\$82.46
	ASSISTED LIVING CENTER	BEDS	0.322123	\$82.46
	PLACE OF WORSHIP	1000 GFA	0.462396	\$118.37

* THIS REPRESENTS TOTAL SERVICE UNIT EQUIVALENCY FOR LAND USES NOT SPECIFIED IN THIS CATEGORY. ACTUAL EQUIVALENCY MAY VARY AND MAY BE DEMONSTRATED BY PROPERTY OWNER TO BE DIFFERENT.

DU= Dwelling Unit
GFA= Gross Floor Area
GLA= Gross Leasable Area

Water & Sewer Impact Fees

Maximum Allowable Water and Sewer Fee Per Living Unit Equivalent

Calculated Water Impact Fee per Living Unit Equivalent: \$4,229.03
 Maximum Water Impact Fee per Living Unit Equivalent (50% of Calculated) \$2,114.52

Calculated Sewer Impact Fee per Living Unit Equivalent: \$783.49
 Maximum Sewer Impact Fee per Living Unit Equivalent (50% of Calculated) \$391.74

Typical Land Use	Meter Type	Meter Size	Living Unit Equivalent	Maximum Impact Fee		Total
				Water	Sewer	
Single Family Residential	Simple	1"	1.0	\$ 2,114.52	\$ 391.74	\$ 2,506.26
Single Family Residential	Simple	1 ½ "	2.0	\$ 4,229.04	\$ 783.48	\$ 5,012.52
Single Family Residential	Simple	2"	3.2	\$ 6,766.46	\$ 1,253.57	\$ 8,020.03
Comm./Retail	Compound	2"	3.2	\$ 6,766.46	\$ 1,253.57	\$ 8,020.03
Comm./Retail	Turbine	2"	4.0	\$ 8,458.08	\$ 1,566.96	\$ 10,025.04
Comm./Retail/ Multi Family	Compound	3"	6.4	\$ 13,532.93	\$ 2,507.14	\$ 16,040.06
Comm./Retail/ Multi Family	Turbine	3"	9.6	\$ 20,299.39	\$ 3,760.70	\$ 24,060.10
Comm./Retail/ Multi Family	Compound	4"	10.0	\$ 21,145.20	\$ 3,917.40	\$ 25,062.60
Comm./Retail/ Multi Family	Turbine	4"	16.8	\$ 35,523.94	\$ 6,581.23	\$ 42,105.17
Industrial	Compound	6"	20.0	\$ 42,290.40	\$ 7,834.80	\$ 50,125.20
Industrial	Turbine	6"	36.8	\$ 77,814.34	\$ 14,416.03	\$ 92,230.37
Industrial	Compound	8"	32.0	\$ 67,664.64	\$ 12,535.68	\$ 80,200.32
Industrial	Turbine	8"	64.0	\$ 135,329.28	\$ 25,071.36	\$ 160,400.64
Industrial	Compound	10"	92.0	\$ 194,535.84	\$ 36,040.08	\$ 230,575.92
Industrial	Turbine	10"	100.0	\$ 211,452.00	\$ 39,174.00	\$ 250,626.00
Industrial	Turbine	12"	132.0	\$ 279,116.64	\$ 51,709.68	\$ 330,826.32

Water & Sewer Service Tap Fees

Water Tap Charges

(Meter deposit not included)

Type	Water Service Available*	Complete Service*
	Amount (\$)	Amount (\$)
5/8" Residential	277.53	944.49
5/8" Residential	294.03	960.99
1" Residential	319.44	987.50
1" Commercial	335.94	1004.00
1 1/2" Residential	490.33	1276.35
1 1/2" Commercial	506.83	1292.85
2" Residential	556.33	1398.73
2" Commercial	572.83	1415.23
*Street Repair if needed not included		

Additional Charges That May Apply

Boring Cost (per foot)	\$ 40.00
Street Repair –Asphalt	\$ 110.00
Street Repair – Concrete	\$ 520.00

Meter Deposit

Residential Meter	\$ 25.00
Commercial Meter	\$ 35.00

Sewer Tap Charges

Item	Sewer Service 4" Available	Complete Service 4"
	Amount (\$)	Amount (\$)
Sewer Tap	50.00	
Sewer Tap (no street repair)		708.15
Sewer Tap with Asphalt Street Repair Cost		829.15
Sewer Tap with Concrete Street Repair Cost		1280.15

Additional Charges That May Apply

Boring Cost (per foot)	\$ 30.00
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Miscellaneous Engineering Plan Guidance

The City of Rockwall currently utilizes the Standard Specifications for Public Works Construction, North Central Texas, Third edition, published by the North Central Texas Council of Governments (NCTCOG). The City of Rockwall specifications and amendments to the NCTCOG standards can be found in the City of Rockwall Standards of Design and Construction. This document can be downloaded on the Engineering Department webpage, www.rockwall.com/Engineering. Roadway and utility extension locations shall be in accordance with the City of Rockwall Subdivision Ordinance. This document can be downloaded at <http://www.rockwall.com/Planning/documents/SubdivisionRegulations.pdf>.

Detention.

- Detention requirements shall be per the current adopted by ordinance. See the *Revised Detention Requirements* at www.rockwall.com/Engineering.

Retaining Walls.

- Projects with retaining walls shall include construction details in the plans. Retaining wall structural calculations shall be submitted separately if the retaining wall is four (4) feet or greater in height. An engineer licensed in the State of Texas shall design, seal, and sign the calculations. Soils report used in the calculations shall also be submitted. If a retaining wall has a drop-off height greater than 30-inches, a handrail detail shall be included in the plans and shall comply with Building Inspection requirements (typically vertical pickets at 4-inch spacing) (International Building Code 1003.2.11.1 and International Residential Code). If a screening wall or handrail is attached either to or in the proximity of the retaining wall, the structural calculations shall reflect the appropriate loads and the construction details shall show the connection between the two.

Fire Lane, Flow, and Hydrant Requirements.

- Fire lanes, fire flows, and fire hydrant requirements shall be per the current International Fire Code (IFC) adopted by Ordinance. Requirements may be directly coordinated with the Fire Marshal. See the *Fire Marshal's Office Policies and Guidelines* document at www.rockwall.com/firedepartment for further details.
- Fire lanes: Shall not cover the same area as a loading zone or parking spaces; shall be within 150-feet of all exterior walls as the hose lays; shall have an unobstructed vertical clearance; shall have an unobstructed width of not less than 24-feet; shall be within 50-feet of the building's fire department connection (FDC); and shall not dead-end after 150-feet without a cul-de-sac radius of 47.5-feet of pavement or other approved turn around. (This requirement differs for parking)
- Fire Lane Paving: As required in the City of Rockwall *Standards for Design and Construction* published by the Engineering Department.
- Fire Hydrants: Shall be spaced every 300-feet in commercial and 400-feet in single/double family developments along fire apparatus access ways and at every intersection; shall be within 300-feet of all exterior walls as the hose lays; shall be within 100-feet of the building's fire department connection (FDC); and shall not be more than 20-feet from fire lane.
- Needed Fire Flow shall be determined in accordance with the IFC Appendix B. Electronic forms for calculating the Fire Flow and Water Flow Test can be found at www.rockwall.com/firedepartment.

Water Lines.

- Comply with the Standard Specifications for Public Works Construction, North Central Texas, Third edition, published by the North Central Texas Council of Governments as adopted and modified by the City of Rockwall.
- Domestic and/or irrigation water taps must be off a live/looped main and not a dead end or fire hydrant lead.

- Water mains shall be not less than 8 inches in diameter and looped in residential areas and not less than 8 inches in diameter in commercial areas.
 - All water lines must be in a minimum of a 15 ft easement. Ensure the fire sprinkler line is outside the easement.
 - All valves and fittings shall be mechanically restrained (Mega-lug or other approved). Place valves on end of a plugged line.
 - Typically, the top of the water main shall be 42-inches deep (see standard details). If the existing water main is less than 18-inches deep, provide a 4-inch concrete cap.
 - Water mains shall typically be designed to be installed above storm water pipes and sanitary sewer pipes.
- Water Meter Backflow Protection.**
- Provide a double check with backflow device at every non-residential and irrigation meter.
- Water Meters.**
- Meters are preferred to not be placed in paved areas including sidewalks and driveways (i.e., installed in a grass area protected by a concrete curb). Meters must be placed adjacent to a utility easement or City ROW.
 - Only 1", 1 ½", 2", 4", 6", or 8" meters are allowed. Meters 4" and larger require vaults.
 - Domestic water service shall be tapped into a looped water main.
 - All hospitals shall have two water service pipes and meters installed in such a manner to minimize the potential for an interruption of the supply of water in the event of a water main or water service pipe failure. (International Building Code, paragraph 609.2)
- Typical Sanitary Sewer Lines.**
- Comply with the Standard Specifications for Public Works Construction, North Central Texas, Third edition, published by the North Central Texas Council of Governments as adopted and modified by the City of Rockwall.
 - It is preferred that the non-residential sewer services are brought into an existing manhole or construct a manhole at the tie-in to the existing sewer system.
 - Provide top rim, flow line in, flow line out and slope of lines.
 - Most sewer mains will be SDR-35, 8-inch with a minimum of 0.33% slope. If main is deeper than 10-feet from ground to flow line, then SDR-26 is required. No services allowed on lines 10-feet and deeper. Note on plans, "No Services shall be allowed on lines 10-feet and deeper".
 - Show all water and storm water lines in profile of sewer main. Provide benchmarks.
 - All sewers shall have precast manholes. If deeper than 10-feet, then construct a 5-foot diameter manhole. All drop manholes are to be internal.
 - All commercial developments shall install a minimum 6-inch domestic sewer service. All non-residential sewer services shall be connected to the City sanitary sewer main at a manhole.
 - See TCEQ requirements for required water and sanitary sewer separation distances.
- Bores - See information on bores in the North Central Texas Council of Governments Public Works Construction Standards, North Central Texas, Third edition, published by the as adopted and modified by the City of Rockwall.**

Additional Sub-Permits

The following is a list of sub-permits to the Engineering Permit that may be required during the site/civil construction process. Please contact the respective City Department for further information.

- Temporary Aboveground Fuel Storage Tank Permit - This permit is required for all temporary storage and dispensing of Class I and II liquids for private use at construction sites, earth-moving projects, and gravel pits or borrow pits.
<http://www.rockwall.com/FireDepartment/Documents/Permits/Special%20Permit%20Application%20-%20Storage%20tanks.pdf>
- Fire Sprinkler Underground Permit - This permit is required when a business, facility, or organization proposes to install or modify an underground water supply serving an automatic fire sprinkler system.
<http://www.rockwall.com/FireDepartment/Documents/Permits/Permit%20COR%20Fire%20Protection%20System%20-fire%20spinkler.pdf>
- Fill Material Request - A fill material request required when you plan to change the grade by adding materials and/or to allow temporary storage of suitable fill material for future use in a construction project.
http://www.rockwall.com/Engineering/Documents/FillRequestrev2004_000.pdf

Additional Resources and Documents

The following is a list of additional documents that may be required during the Engineering process. Please contact the respective City Department for further information.

- Access Control Gates-for the installation of any gate the restricts access to a property.
<http://www.rockwall.com/FireDepartment/Documents/Permits/Special%20Permit%20Application%20-%20Access%20Control%20gates.pdf>
- 2006 IFC Fire Department amendments – <http://www.rockwall.com/firedepartment/Documents/2006IFCAmendments.pdf>
- Army Corps of Engineer <http://www.usace.army.mil/Pages/Default.aspx>
- Engineering Department Construction Briefing Document, which includes a Vertical Above Slab Checklist, Checklist Prior to Walkthrough for residential, commercial, and capital Improvement projects.
<http://www.rockwall.com/engineering/Documents/City%20Construction%20Notes%20-%20Construction%20Briefing%20Only.pdf>
- Engineering Standards of Design & Construction
<http://www.rockwall.com/engineering/Documents/Standards%20of%20Design%20and%20Construction.pdf>
- FEMA floodplain
<http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>
- Needed Fire Flow Worksheet –for calculating the required needed fire flow
<http://www.rockwall.com/FireDepartment/Documents/Fire%20Flow%20Worksheet%20-.xls>
- Water Flow Test Report- for reporting the Needed Fire Flow available at property
<http://www.rockwall.com/FireDepartment/Documents/RFD%20Water%20Flow%20Test%20Report.xls>
- Fire Marshal's Office Policies and Guidelines <http://www.rockwall.com/FireDepartment/Documents/FDHandbook.pdf>
- Flood Plain Map - <http://www.rockwall.com/Engineering/Documents/FemaMap.pdf>
- GIS mapping - <http://www.rockwall.com/Planning/GIS.asp>
- North Central Texas Council of Governments Public Works Construction Standards
<http://www.nctcog.org/envir/SEEDevEx/pubworks/standards.asp>
- North Texas Municipal Water District www.ntmwd.com
- Pro-Rata Agreements – Contact the City Engineer at 972-771-7746
- Revised Detention Requirements- <http://www.rockwall.com/engineering/Documents/StormDrainageFacilities.pdf>
- Texas Commission on Environmental Quality Storm Water Information -
http://www.tceq.state.tx.us/nav/permits/sw_permits.html
- Texas Department of Transportation
http://www.txdot.gov/local_information/dallas_district/county_information.htm?cnty=Rockwall
- Wastewater Base Map <http://www.rockwall.com/Engineering/Documents/Sewer%20Grid%20Map.pdf>
- Water Distribution Map <http://www.rockwall.com/Engineering/Documents/Water%20Grid%20Map.pdf>

Engineering Department Inspection Requirements Quick Reference

Inspection request may be made using the Inspection line or by calling your Construction Inspector directly Phone: (972) 722-3674
 Fax: (972) 771-7748

Inspections	When Requested	Comments
Preliminary Site Inspection	After required items are completed	Erosion protection installed per the Approved plans Trash receptacle on site and secured Construction entrance has been installed Construction working hours sign(s) in place Tree protection properly installed and trees tagged Tree day has been completed Portable toilet on site Flood plain staked and silt fence installed along that line
Grading	Prior to paving	Sheep foot roller is required for all general fill locations Fill should be placed in 8" lifts and tested every 1' of depth All densities to be a minimum of 95% compaction / unless otherwise noted
Storm Sewer	Prior to paving	Competent person letter and trench safety plan must be submitted to the City prior to the start of utilities Embedment shall be 3/4" utility rock 6" thick under pipe and backfilled 3/4 of the height of the pipe with same rock Densities shall be taken every 150' horizontally Trench lines may be mechanically compacted to 95% Densities should be taken from 2' above the pipe to final grade Concrete mix design required for structures Test cylinders taken for every 150 cubic yards or each days pour per City requirements
Sanitary Sewer	Prior to paving	Competent person letter and trench safety plan must be submitted to the City prior to the start of utilities Densities should be taken from 2' above the pipe to final grade Embedment shall be 3/4" utility rock 6" thick under pipe to 6" over pipe Densities shall be taken every 150' horizontally Trench lines may be mechanically compacted to 95% Concrete mix design required for structures Green EMS locator pads are required to be placed every 250' and at all services, changes in direction and all structures Test cylinders taken for every 150 cubic yards or each days pour per City requirements
Water	Prior to paving	Competent person letter and trench safety plan must be submitted to the City prior to the start of utilities Densities should be taken from 2' above the pipe to final grade Embedment shall be cushion sand 6" thick under pipe to 6" over pipe Densities shall be taken every 150' horizontally Trench lines may be mechanically compacted to 95% Blue EMS locator pads are required to be placed every 250' and at all services, changes in direction and all valves and fittings
Detention Pond	Prior to paving	Must be complete with erosion protection and have grass established or anchored seeded curlex before paving can be installed.
Paving	Prior to paving	Test cylinders taken for every 150 cubic yards or each days pour per City requirements Early concrete placement must be approved by the City Engineer Concrete mix submitted to the City 10 days prior to concrete placement Subgrade preparation per City approved plans Densities in fill all areas and trench lines to be completed prior to concrete placement Form board and steel inspection required prior to placement of all concrete
Vertical Inspection and meeting	Before above slab construction	Fire Lane paving must be complete and approved before above slab construction can begin – see vertical checklist for all requirements Checklist prior to walk through handed out by the City. Applicable items should be addressed prior to scheduling a walk through with the City
Walk Through	Prior to City Acceptance	City staff will walk the site with developers representative(s) and contractors to generate a checklist of items to be completed prior to City acceptance of the project

An approved set of civil plans must be on site during construction.

Engineering Plan Review Checklist

Project Name: _____

Project Contact Name: _____

Date: _____

Submission of this completed form is a part of the Engineering Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Administrative Items				
		Engineering Plan Submission Application with submittal checklist				
		Engineering-Plan Review Checklist				
		Four Complete Copies of Engineering Plans Initial Submittal; Three Complete Copies of Engineering Plans Re-Submittal; Two additional sets each submittal is proposed lift station.				
		Markups from Previous Submittals, if subsequent submittal				
		Annotated Review Comments, if applicable				
		Two copies of any Study or Report Completed in Support of the Project				
		Submission of Required Fire Flows Form to Fire Marshal				
		Submission of Fire Hydrant Flow Form to Fire Marshal				
		Floodplain Administrator Development Permit Application				
		Tx DOT preliminary letter of approval for Drive Approach Connections				
		TxDOT permits obtained				
		Franchised Utility Approval Obtained (specify)				
		Other Agency or Land Owner Approval Obtained (specify)				
		Corps of Engineers (COE) Wetland Permit Obtained (if applicable) or letter of determination				
		Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR)				
		Other Agreements (explain)				
		Studies - If Required				
		Geotechnical Report				
		Federal Emergency Management Agency (FEMA) Letter of Map Revision (LOMR) Flood Study				
		Wetland Determination				
		Lift Station Report				
		Hydraulic Study Submitted				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Water Study Submitted				
		Sanitary Sewer Capacity Study Submitted				
		Traffic Impact Study				
		Flood Study (100 year-fully developed) (Local or FEMA)				
		All Sheets				
		Sheet Size 24" x 36"				
		Title Block with Subdivision Name, Project Name and Sheet Description				
		Revision Block - Filled Out				
		North Arrow				
		Vertical and Horizontal Scale Listed and Accurate				
		Benchmarks Listed and Described				
		Legend of All Drawing Symbols and Line Types Used				
		Engineer's Seal, Signature and Date per Texas Engineering Practices Act				
		Responsibility Note Required on All Sheets except site plan and standard details: "ALL RESPONSIBILITY FOR ADEQUACY OF DESIGN REMAINS WITH THE DESIGN ENGINEER. THE CITY OF ROCKWALL, IN REVIEWING AND RELEASING PLANS FOR CONSTRUCTION, ASSUMES NO RESPONSIBILITY FOR ADEQUACY OR ACCURACY OF DESIGN."				
		Provide Key Map for Large Projects Showing Sheet Locations				
		Clear Drafting with Proper Line Weights for Ease of Reading				
		No Overlapping Text				
		Drafting at Adequate Scale to Obtain Ease of Reading and Scanning				
		Cover Sheet				
		Project Name				
		Official Plat Name as Assigned by the Planning and Zoning Department (including Block & Lot)				
		Official Project Address Assigned by the City Planning and Zoning Department				
		Mapsco Grid Reference				
		Month and Year of Probable Start of Project Construction				
		Revision Table				
		Engineer Contact Information (Name, Address, Phone Number, email address)				
		Owner Contact Information (Name, Address, Phone Number, email address)				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Sheet Index - List ALL sheets included in plan set including details				
		Location Map with North Arrow				
		Side Bar - Plat Subdivision Name & Project Name				
		Title of type of sheet (i.e. Grading, Utility, Water,...)				
		Approved Site Plan				
		Official Site Plan Attached with Planning and Zoning Department Stamp and Signed				
		Approved Landscape/Treescape Plan				
		Official Landscape and Treescape Plan Attached with Planning and Zoning Department Stamp and Signed				
		Proposed Final Plat				
		Plat Included				
		Correct Plat Name				
		Plat Closure Calculations (Sealed by Registered Surveyor or Engineer)				
		GPS Grid Coordinates Shown for the Property Corners Properly Into City Monumentation System (x, y coordinates on 2 property corners)				
		Location map				
		Street Names with Right-of-Ways Widths Identified				
		Benchmark (if near drainage feature or flood zone)				
		Basis of bearing				
		Metes and Bounds of Tract				
		Adjacent Land Ownership Information				
		List Corners Found or Set				
		Property Pins Shown for tracts across ROW with verification of existing ROW Widths				
		Building Setback Lines Shown				
		Recording Volume and Page Information for all separate easements and ROW dedications within platted area or adjacent tracts				
		100-Year Floodplain for Fully Developed Conditions showing cross sections and elevations				
		Minimum Finished Floor Elevations Shown (if near drainage feature or flood zone)				
		Drainage & Drainage Maintenance Easements Shown and annotated				
		Required Utility Easements Shown (15' minimum width) and annotated				
		Access Easements Shown and annotated				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		ROW. Dedication Shown and annotated				
		ROW Corner Clips and annotated				
		All Existing easements (on-site) shown and annotated				
		Visibility Easements Shown and annotated				
		Surveyor Seal, Signature and Date				
		Dimensional Control & Paving Plan				
		Lot Boundary with Dimensions and Bearings				
		Street Names Shown				
		Existing ROW				
		ROW. Dedication and ROW Corner Clips Shown with Dimensions				
		Verification of public rights-of-way width ("variable width" is not acceptable) (When Required)				
		Visibility Easements Shown as Required by City Code				
		Building Setback Lines Shown				
		Dimensions (thickness, width, length, radius) for all paved areas (parking areas, driveways, fire lanes, turn lanes, drive aisles, sidewalks, etc)				
		Driveways Location, Spacing and Width Meet City Code and TxDOT Requirements				
		Driveways- Width, Radius, Distance to Adjacent Drives, Alignment with other Drives Across Street Shown				
		Fire Lane - Width, Radius & Distance from Building Shown and Detailed including turn-arounds and dead-ends				
		All Pavement Thickness, Concrete Strength, Reinforcing, Subgrade Detailed Per City Requirements				
		Location of Fire Sprinkler Fire Department Connection (FDC) Shown				
		Location of Electrical Transformers Shown				
		Dumpster Location, Access and Construction Requirements Met and approved by Planning and Zoning Department (Backing Distance and Maneuver - Accessible by SU-30 Turning Template)				
		All Existing and Proposed Utility and Drainage Easements Shown (15' minimum width)				
		Existing and Required Access Easements Shown				
		Screening Wall Location, Foundation, Height, Start/End of Wall				
		Retaining Wall Location, Foundation, Height, Start/End of Wall				
		Existing and Required Sidewalks and Trails Shown with Dimensions				
		Show Location of Required ADA Ramps				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Limits of 100-Year Ultimate Flood Plain Shown (FEMA and local)				
		Note Identifying Reference for 100-Year Floodplain and WSE Information with cross section with elevations				
		New/Relocating Left Turn Lane and/or deceleration lanes complies with City and TxDOT Requirements (Spacing, Length, Construction)				
		Existing and Proposed Infrastructure within Median Modifications Shown (Trees, Street Lights, Conduit, Irrigation, pavers, etc)				
		Street Lighting and Street Sign Plan				
		Grading Plan				
		Benchmarks				
		Exist Lot Lines & Corners (lot lines screened if being changed)				
		Proposed Lot Lines				
		Existing (screened) & Proposed ROW				
		Street Names Shown				
		Drainage Easements for Drainage Features and Structures Shown (15' minimum width)				
		Existing & Proposed Improvements (paving and building footprints)				
		Minimum Finished Floor (FF) Elevations for Structures meet Requirements of Drainage Ordinance				
		Minimum Finished Floor (FF) Elevation Shown for each Structure				
		Existing & Proposed Contours for Site and Minimum of 50' Beyond Property Lines (with appropriate contour interval) with all ponds and waterways labeled				
		Existing & Proposed Spot Elev. Showing Grade; High & Low Points; Swales, Inverts & Ridges with Flow Arrows				
		Label Lot Area and Disturbed Land Area				
		Adjacent Property Improvements Within Minimum 25' of site				
		Existing & Proposed On-site and Off-site Drainage Features (Design Info Shown)				
		Maximum Cross Slope 3H:1V (H=Horizontal, V=Vertical) Min Running Slope 1% for unpaved areas				
		Ditches Adjacent to Site Cleared, Cleaned & Regraded (only with permission from property owner)				
		Positive Overflow Routes with elevations (All public roads that have a sag require an overflow route)				
		Lot grading to be above street elevation (Residential Only)				
		Limits of 100-Year Ultimate Floodplain Shown				
		Ultimate (Fully Developed) 100-Year Floodplain Water				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Surface Elevations (WSE's) shown on cross sections				
		Note Identifying Reference for 100-Year Floodplain and WSE Information				
		Cross sections to scale with hydraulic calculations				
		Location of Cross-Sections With Stationing Shown				
		Cut or Fill Areas shown on Cross-Sections				
		Existing and Proposed Retaining Walls with Top & Bottom Spot Elevations and calculations as required				
		No Residential Cross Lot Drainage				
		Grading Plan Matches Drainage Area Map				
		Does Grading Plan Address Impacts to Adjacent Properties Requiring Easements or Letters of Permission				
		All Detention Areas with Flumes with Elevations and Side Slopes Labeled				
		Drainage Area Map				
		Storm Drainage Analysis and design shall comply with the Drainage Ordinance				
		Existing and Proposed Drainage System and Structures Shown (pipe, inlets, etc)				
		Current Zoning or Anticipated Ultimate Development Shown and Correct For Off-Site Areas				
		Ensure Site Drainage is Collected on Site				
		Design for a Ultimate (Fully Developed) 100 Year Storm Event				
		Design showing Elevation Contours for the Entire Off-Site Drainage Basin and 50' beyond Property				
		Design with most recent surveyed Contour Information				
		Drainage Area Map shows Subbasins For Each Collection Point and Inlet				
		Each Drainage Area has ID, Q100, Acres and Direction of Flow to the Outfall Shown				
		Each Outfall labeled with an Identification, direction of flow and Total Flow				
		Drainage Direction Arrows for Both On-site and Off-site Drainage Basins				
		Indicate all Sags and Crests With Flow Arrows				
		City Standard Drainage Area Map Calculation Table With Outfall Summary Included				
		I - Values Meet City Requirements				
		C - Values Meet City Requirements (based on Zoning)				
		Time of Concentration Values Used Meet City Requirements				
		Q - Calculated Flow in cfs				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Provide a Subtotal for each Major Drainage Line				
		Drainage Area Map & Calculations for all Offsite Drainage				
		Limits of 100-Year Ultimate Floodplain Shown				
		Ultimate (Fully Developed) 100-Year Floodplain Water Surface Elevations (WSE's) shown (FEMA and local)				
		Note Identifying Reference for 100 Year Floodplain and WSE Information (FEMA and local)				
		Show Limits of Each Plan Sheet (Tile)				
		Show Detention				
		Show Existing Drainage Areas (lighter line type)				
		Label where each drainage area drains (inlet number, swale, etc.)				
		Storm Drainage Plans (<i>Storm Drainage Structures including Pipe, Inlets, Etc.</i>)				
		Benchmark Location and Elevation				
		Flood Study / FEMA FIRM Map Reference Information Listed by Note				
		Storm Sewer Alignment Logical, Sharp Bends Eliminated				
		Collecting On-Site Drainage with Storm Sewer/Inlets				
		Profile Given for all Storm Sewer Mains and Laterals				
		Pipe Size, Material and Class Identified on Plan and Profile				
		Hydraulic Grade Line Shown on all Storm Sewer Profiles for Mains/Laterals				
		Other Hydraulic Info Shown on Storm Sewer Profiles for all Mains/Laterals (Q100, Qcap, Velocity, V2/2g) at every junction and/or increase in flow				
		Vertical and Horizontal Alignment and Slope Shown for all Mains/Laterals on Plan and Profile				
		Hydraulic Grade Line Meets City Design Requirements				
		Starting Hydraulic Grade Line Calculations/Assumptions Listed				
		Starting Hydraulic Grade Line Meets City Design Requirements				
		Pipe Velocity Within Ordinance Requirements and Limitations				
		Elevation Information on Plan View (Flowlines, Top-of-Curb, Hgl or 100 yr water surface (partial flow) at every inlet, etc) Matches Profile View				
		Show Crossings of Existing and Proposed Water and Sanitary Sewer on Storm Sewer Profile				
		Note minimum Cover for Pipes and Culverts				
		Drainage System Reviewed for Constructability - Depth and Clearance From Streets, Structures, Other Utilities				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		(dimensions)				
		Inlet Capacity Calculations Provided In Tabular Form				
		Inlets Placed to Capture Runoff Before It Enters Street or Major Thoroughfare				
		If Street Drainage, Calculations Showing Curb & Street Capacity				
		If Street Drainage, Show Nearest Inlet & all Upstream Drainage				
		Inlet Construction Layout Information Shown (Top of Curb, Flowline, Throat Elevation, Type, Size, Hgl, Q100, Etc)				
		Storm Sewer Inlet Location, Size, Type, and Construction Detail Per City Requirements				
		Storm Sewer Manhole Location, Size, Type, and Construction Detail Per City Requirements				
		Outfall, Headwall, and Other Structure Location, Type, Velocity and Erosion/Scouring Protection Per City Standards				
		Positive Overflow Route Through Site with grades				
		Sag Points Identified and Paved Positive Overflow Designed				
		Outfall/Headwall Locations No Greater Than 1' Above Creek Flowline and Pointed Down Stream				
		Outfalls Discharge into Existing Drainage Features or Provide Easements as Required				
		Outfall Velocity Meets City Requirements				
		Outfall Protection / Energy Dissipation When Required				
		Appropriate Details are Included for Structures, Junction Boxes, Headwalls and Inlets (if different than NCTCOG 3 rd Ed. or City details)				
		Connection Details Provided for Non-Standard Connections				
		Limits of 100-Year Ultimate Floodplain Shown (FEMA and local)				
		Ultimate (Fully Developed) 100-Year Floodplain Water Surface Elevations (WSE's) shown (FEMA and local)				
		Note Identifying Reference for 100 Year Floodplain and WSE Information				
		Drainage Easements for Drainage Features and Structures Shown (15' minimum width)				
		Storm Drainage Plans (<i>Ditches, Swales, and Open Channels</i>)				
		Direction of Flow Indicated for Ditches, Swales and Open Channels				
		Ditches, Swales and Open Channels have 100 year Ultimate Water Surface Shown on Profile (min 1% Running Slope)				
		Ditches, Swales and Open Channels have 100 year Ultimate Water Surface Shown on Cross Sections				
		Ditches, Swales and Open Channels Armored with				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Approved Material in Areas Where Average & Localized Velocities are Above 6 fps				
		Ditches, Swales and Open Channels can Carry 100-year Ultimate Storm with 2.0' of Freeboard				
		Ditches, Swales and Open Channels Hydraulic Information Shown On Plans				
		Ditches, Swales and Open Channels Hydraulic Information Shown On Plans Matches Hydraulic Report or Flood Study Submitted				
		Ditches, Swales and Open Channels Side Slopes Less Than 3H:1V for Grassed/Un-Armored Sections				
		Ditch, Swale and Open Channel Width, Depth, Running and Side Slopes and Capacity Per City Requirements				
		Drainage Easements for Drainage Features and Structures Shown (15' minimum width)				
		Storm Drainage Plans (<i>Detention and Ponds</i>)				
		Required Detention Shown				
		Detention Calculation Shown and Correct				
		Outfall discharge curves for required storm events				
		Detention/Retention Pond Location, Size, Depth, Capacity, and Material Per City Requirements, 100 year Water Surface Elevations				
		Provide Access and Structures that Contribute to Long Term Maintenance of Detention Pond				
		Drainage Easements for Drainage Features and Structures Shown (15' minimum width)				
		Provide chart showing flow allowable vs. flow actual for Q ₅ , Q ₁₀ , Q ₂₅ , and Q ₁₀₀				
		Utility Plans (<i>Water & Sanitary Sewer</i>)				
		Water				
		Water Main Sized In Compliance with Water System Master Plan				
		Water Mains Provided to Front Property Along all Street Frontages or Otherwise Extended to Serve Adjacent Properties				
		Water Main Extension Required By Code Shown				
		Water Mains Looped to Provide Circulating and Redundant Feed				
		Water Main Size, Material and Class Called Out				
		Existing Water Mains and Valves Shown; Show Valves on both sides of Tap in Case Area Needs to be Isolated				
		Existing & Proposed Fire Hydrants Shown				
		Utility Easements for Water Mains Shown (15' minimum width)				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Proposed and Existing Fire Lanes Shown				
		Fire Hydrant Spacing Meets Requirements of Adopted International Fire Code (IFC)				
		Fire Sprinkler Fire Department Connection (FDC) Location Shown				
		Water Main Fittings, Valves, etc Identified				
		Water Mains 16" and Larger Profiled				
		All Water Main Bores Profiled				
		All Crossings Identified on Appropriate Profile				
		Bore complies with Bore and Utility Crossing General Design Standards and TxDOT Standards if in TxDOT ROW				
		Existing Water Meters Shown				
		Proposed Water Meters Shown (Both Domestic and Irrigation)				
		Domestic and Irrigation Water Meters on Looped/Circulating Main				
		All Water Meters on Separate Service - No Water Meter "Bullheads" or Manifolds Allowed				
		Water Meters Location, Preferred to be in Unpaved Area				
		Water Meter Sizes Identified				
		Appropriate Double Check/Backflow Prevention Shown on Private Side of All Meters				
		Water System Reviewed for Constructability and Maintenance - Depth and Clearance From Streets, Structures, Other Utilities (Dimensions)				
		Water Mains Identified as Either Public or Private with Lines of Demarcation				
		Utility Crossings Shown in All Profiles and Bore Profiles including Franchise Utilities and Street Light Utilities				
		If Fire Sprinkler Line is Shown, Add Note to Plans to Indicated the Requirement for Separate Permit from the Fire Department and label min 10-foot separation distance from all other utilities				
		Sanitary Sewer				
		Sanitary Sewer Mains Provided to Front Property or Otherwise Extended to Serve Upstream Property				
		Existing Sanitary Sewer Mains, Manholes, Cleanouts and Services Shown				
		Proposed Sanitary Sewer Mains, Manholes, Cleanouts and Services Shown				
		Sanitary Sewer Mains Profiled				
		Bore complies with Bore and Utility Crossing General Design Standards and TxDOT Standards if in TxDOT ROW				
		Sanitary Sewer Main Size, Material and Class Identified on				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Plan and Profile				
		Sanitary Sewer Depth, Slope, Service Locations, Cleanouts and Manholes shown in all Profiles				
		Sanitary Sewer Rim, Flow Line In & Flow Line Out Elevations for All Manholes (min 2% drop between manhole flow-in and flow-out)				
		Utility Crossings Shown in All Profiles and Bore Profiles including Franchise Utilities and Street Light Utilities				
		Sanitary Sewer System Reviewed for Constructability and Maintainability - Depth and Clearance From Streets, Structures, Other Utilities (Dimensions)				
		All Existing and Proposed Public and Private Easements and Rights of Way Shown				
		Sanitary Sewer Mains Identified as Either Public or Private with Lines of Demarcation and Private Utility Note				
		Private Utility Note: "ALL SANITARY SEWER WORK DESIGNATED AS "PRIVATE" IN THIS SET OF PLANS SHALL BE INSTALLED IN ACCORDANCE WITH THE INTERNATIONAL PLUMBING CODE, PERMITTED AND INSPECTED BY THE CITY BUILDING INSPECTION DEPARTMENT AND INSTALLED BY A LICENSED PLUMBER."				
		Lift Station				
		Lift Station Report				
		Dimension and Control Plans				
		Grading Plan				
		Forced Main Plan				
		Landscape Plan				
		Detail Sheets				
		Erosion Control (For Sites Greater 1- Acre or Larger) / SWP3 (If Required by TCEQ Regulations)				
		Owners Name , Address & Phone No.				
		Developers Name Address & Phone No.				
		Engineers Name Address & Phone No.				
		Site Acreage Listed				
		Disturbed Acreage Listed (Acres)				
		Limits of Construction and Disturbed Areas Shown				
		Existing Ground Contours, Drainage Features and Structures				
		100-Yr Flood Plain with Elevations (FEMA and local)				
		Limits of Trees/Shrubs to Remain				
		Grades to Match Grading Plan				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Proposed Storm Drainage, Structures & Pavement				
		Borrow & Spoil Area Identified				
		BMP Locations, details, Calculations, and Maintenance Schedule				
		Sediment Basin, required if disturbed area greater than 10 acres				
		Standard Details				
		Any Details not Included in Standard Specifications for Public Works Construction, North Central Texas, Third Edition, or the City of Rockwall Standards of Design and Construction.				
		Add Note on Plans indicating the use of Details as Outlined in the Standard Specifications for Public Works Construction, North Central Texas, Third edition and City of Rockwall Standards of Design and Construction				
		TXDOT Details				
		Other Pertinent Details - Explain				

*******End of Checklist for Engineering Plan*******

Section 6 - Final / Replat Plat

Final/Replat Plat Process Flow Chart



An initial concept meeting may be requested prior to the Pre-Application Meeting. (See Pg. 4)

1. Pre-Application Self Survey Form

2. Pre-Application Meeting

3. Application Submittal

4. Staff Review (DRC)

5. Planning & Zoning Work Session

Engineering Approval is required Before Submittal for the Final Plat

6. Submit Plat Changes

7. Planning & Zoning Public Hearing

8. City Council Consideration

9. Submit Mylars / File with County Clerk

10. Submit Electronic File(s)

These steps in the process are optional but are recommended.

Step-By-Step Process for Final/Replat Plat Process

1. **Initial Contact-Complete Pre-Application Self Survey Form**
Discuss Platting requirements with Planning staff. Complete Pre-Application Self Survey Form and return to Planning staff. Appropriate ordinances are available at City Hall for a fee; however, many documents can be downloaded free from the City's website www.rockwall.com/PlanningZoning, including the Subdivision Ordinance, Section 24-7
2. **Pre-Application Meeting**
Meetings are held every Thursday morning. Planning staff will contact you to schedule your appointment time. See Section 1- Pre-Application Meeting for further details.
3. **Application - Fees**
Hire Surveyor to prepare final plat and if required, Civil Engineer for preparation of engineering plans. Submit application form, fees, and required copies of plat. (See development cycle deadline and fee schedule included in this section). Engineering plans must be submitted and approved prior to final plat application.
4. **Staff Review**
Development Review Committee (DRC) reviews application and plans. The purpose of the Development Review Committee (DRC) is to review site plans, plats and zoning/SUP submittals to ensure compliance with all appropriate land development regulations and consistency with the Unified Development Code and Comprehensive Plan. The DRC is composed of members of staff representing all departments within the City of Rockwall's Development Services.
5. **Planning & Zoning Work Session**
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.
6. **Plat Changes / Corrections**
Based on DRC and P&Z review, changes and corrections will be reviewed with the applicant or representative. Revised plans (20 large copies and one 8.5"x11") must be resubmitted the Wednesday prior to the Planning & Zoning Commission public hearing.
7. **Planning & Zoning Public Hearing**
Revised plans and staff reports are sent to the Planning & Zoning Commission for consideration and recommendation to the City Council. For more information on the Planning & Zoning Meeting, see Section 2-Zoning in this document.
8. **City Council Public Hearing and Consideration**
Revised plans, staff report are sent to the City Council for consideration
9. **Submit Mylars / File with County Clerk**
Submit mylars with appropriate signatures of owners and surveyors. See Plat filing requirements in this document.
10. **Submit Electronic File(s)**
See Electronic Data Submittal Policy and Procedures in this document.

Plat Filing Requirements

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

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

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

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

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

1. Make any necessary changes to the plat if approval was conditional.
2. Staff will obtain the signature of the Mayor, Planning & Zoning Commission, and the City Secretary.
3. City Staff will file the plat with the County Clerk.
4. If the plat / re-plat is not filed with the County Clerk within 180 days of approval of the City Council, the plat is VOID.
5. The applicant will be invoiced for all filing and recording fees charged by the Rockwall County Clerk's office. To expedite the filing process, staff recommends that a check for the filing fees made payable to the Rockwall County Clerk be submitted with the mylars and tax certificates. To determine the appropriate filing fee, please contact Planning staff at (972) 771-7745.

Final Plat Wording

*** TO BE PLACED ON ALL FINAL PLATS AND REPLATS ***

OWNER'S CERTIFICATE (Public Dedication)

STATE OF TEXAS
COUNTY OF ROCKWALL

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

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

STATE OF TEXAS
COUNTY OF ROCKWALL

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

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

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

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

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

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

Owner

STATE OF TEXAS
COUNTY OF ROCKWALL

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

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

Notary Public in and for the State of Texas

My Commission Expires:

Signature of Party with Mortgage or Lien Interest

STATE OF TEXAS
COUNTY OF ROCKWALL

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

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

Notary Public in and for the State of Texas

My Commission Expires:

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

SURVEYOR'S CERTIFICATE

NOW, THEREFORE KNOW ALL MEN BY THESE PRESENTS:

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

(*Name*) _____ Registered Public Surveyor No. _____

STANDARD CITY SIGNATURE BLOCK

RECOMMENDED FOR FINAL APPROVAL

Planning and Zoning Commission

Date

APPROVED

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

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

WITNESS OUR HANDS, this ____ day of _____, _____.

Mayor, City of Rockwall

City Secretary

City Engineer

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

Rockwall County Judge _____
Date _____

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

APPROVED

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

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

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

Director of Planning

City Engineer

Plat Application Submittal Requirements

Final Plat/Re-plat

Submit the following items:	1 st Submittal Work Session	2 nd Submittal w/ revisions Public Hearing
<input type="checkbox"/> Completed Application	8.5" x 11", 1 Copy	
<input type="checkbox"/> Final Plat- Plan Review Checklist	8.5" x 11", 1 Copy	8.5" x 11", 1 Copy
<input type="checkbox"/> Final Plat	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Tree Preservation Plan	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Landscape Plan	18" x 24", 20 Copies, folded	18" x 24", 20 Copies, folded + one 8.5" x 11"
<input type="checkbox"/> Application Fees		
<input type="checkbox"/> Copy of any proposed deed restrictions	8.5" x 11", 1 Copy	

Application Fee Schedule (Res. No. 05-22)

Platting Application Fees

• Master Plat	\$100 + \$15/Acre*
• Preliminary Plat	\$200 + \$15/Acre*
• Final Plat	\$300 + \$20/Acre*
• Re-plat	\$300 + \$20/Acre*
• Amending or Minor Plat	\$150
• Plat Reinstatement Request	\$100
• Filing Fees (Invoiced at time of filing)	Actual Cost

*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.

Electronic Data Submittals

Policy and Procedures

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

Procedure: The following is required with all plat submittals:

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

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

Please tie all surveys to the state plane coordinate system.

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

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

Last Updated: 2/16/2007 City of Rockwall Geographic Information Systems Department

Platting Application Schedule

The following schedule is for all Master Plats, Preliminary Plats, Final Plats, and Re-plats.

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+	6:00 P.M. Park Board Meeting*	3:00 P.M. Revised Submittal Due	6:00 P.M. P&Z Public Hearing	6:00 P.M. City Council Meeting
May 16, 2008	May 27, 2008	June 3, 2008	June 4, 2008	June 10, 2008	June 16, 2008
June 13, 2008	June 24, 2008	July 1, 2008	July 2, 2008	July 8, 2008	July 21, 2008
July 18, 2008	July 29, 2008	Aug 5, 2008	Aug 6, 2008	Aug 12, 2008	Aug 18, 2008
Aug 15, 2008	Aug 26, 2008	Sept 3, 2008(Wed)	Sept 3, 2008	Sept 9, 2008	Sept 15, 2008
Sept 19, 2008	Sept 30, 2008	Oct 7, 2008	Oct 8, 2008	Oct 14, 2008	Oct 20, 2008
Oct 17, 2008	Oct 28, 2008	Nov 4, 2008	Nov 5, 2008	Nov 11, 2008	Nov 17, 2008
Nov 14, 2008	Nov 25, 2008	Dec 2, 2008	Dec 3, 2008	Dec 9, 2008	Dec 15, 2008
Dec 19, 2008	Dec 30, 2008	Jan 6, 2009	Jan 7, 2009	Jan 13, 2009	Jan 20, 2009 (Tues)
Jan 16, 2009	Jan 27, 2009	Feb 3, 2009	Feb 4, 2009	Feb 10, 2009	Feb 17, 2009
Feb 13, 2009	Feb 24, 2009	Mar 3, 2009	Mar 4, 2009	Mar 10, 2009	Mar 16, 2009
Mar 20, 2009	March 31, 2009	Apr 7, 2009	Apr 8, 2009	Apr 14, 2009	Apr 20, 2009
April 17, 2009	April 28, 2009	May 5, 2009	May 6, 2009	May 12, 2009	May 18, 2009
May 15, 2009	May 26, 2009	June 2, 2009	June 3, 2009	June 9, 2009	June 15, 2009
June 19, 2009	June 30, 2009	July 7, 2009	July 8, 2009	July 14, 2009	July 20, 2009
July 17, 2009	July 28, 2009	Aug 4, 2009	Aug 5, 2009	Aug 11, 2009	Aug 17, 2009
Aug 14, 2009	Aug 25, 2009	Sept 1, 2009	Sept 2, 2009	Sept 8, 2009	Sept 21, 2009
Sept 18, 2009	Sept 29, 2009	Oct 6, 2009	Oct 7, 2009	Oct 13, 2009	Oct 19, 2009
Oct 16, 2009	Oct 27, 2009	Nov 3, 2009	Nov 4, 2009	Nov 10, 2009	Nov 16, 2009
Nov 13, 2009	Nov 24, 2009	Dec 1, 2009	Dec 2, 2009	Dec 8, 2009	Dec 21, 2009
Dec 18, 2009	Dec 29, 2009	Jan 5, 2009	Jan 6, 2010	Jan 12, 2010	Jan 19, 2010 (Tues)

+ As necessary, plat submittals will also be reviewed at the Development Review Committee (DRC) meeting, where staff members from all departments will provide written comments and plan mark-ups to the applicant. Staff will set aside a time (20-30 minutes) for each project on the same day as the P&Z Work session (typically between 2:00 and 5:00 pm).

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

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

Additional Resources and Documents

The following is a list of additional documents that may be required during the Final Plat or Re-Plat process. Please contact the respective City Department for further information.

- Army Corps of Engineer <http://www.usace.army.mil/Pages/Default.aspx>
- Comprehensive Plan http://www.rockwall.com/Planning/documents/Comprehensive%20Plan_Nov%202004.pdf Updates
<http://www.rockwall.com/Planning/documents/ComprehensivePlan.pdf>
- Downtown Plan <http://www.rockwall.com/Planning/documents/DowntownPlan.pdf>
- Downtown Regulating Plan <http://www.rockwall.com/Planning/documents/DowntownRegulatingPlan.pdf>
- Engineering Department Construction Briefing Document, which includes a Vertical Above Slab Checklist, Checklist Prior to Walkthrough for residential, commercial, and capital Improvement projects.
<http://www.rockwall.com/engineering/Documents/City%20Construction%20Notes%20-%20Construction%20Briefing%20Only.pdf>
- Engineering Standards of Design & Construction
<http://www.rockwall.com/engineering/Documents/Standards%20of%20Design%20and%20Construction.pdf>
- FEMA floodplain <http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>
- Needed Fire Flow Worksheet –for calculating the required needed fire flow
<http://www.rockwall.com/FireDepartment/Documents/Fire%20Flow%20Worksheet%20-.xls>
- Water Flow Test Report- for reporting the Needed Fire Flow available at property
<http://www.rockwall.com/FireDepartment/Documents/RFD%20Water%20Flow%20Test%20Report.xls>
- Fire Marshal's Office Policies and Guidelines <http://www.rockwall.com/FireDepartment/Documents/FDHandbook.pdf>
- Flood Plain Map - <http://www.rockwall.com/Engineering/Documents/FemaMap.pdf>
- GIS mapping - <http://www.rockwall.com/Planning/GIS.asp> .
- Land Use Plan- <http://www.rockwall.com/Planning/documents/LandUsePlan.pdf>
- NCTCOG Public Works Construction Standards<http://www.nctcog.org/envir/SEEDevEx/pubworks/standards.asp>
- Park Land Dedication Ordinance <http://www.rockwall.com/Parks/Documents/Dedication%20ordinance%20rev%207-01.pdf>
- Sign Ordinance-<http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Ordinance.pdf>
- Sign Permit <http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Permit%20Application.pdf>
- Subdivision Ordinance <http://www.rockwall.com/Planning/documents/SubdivisionRegulations.pdf>
- Subdivision Map http://www.rockwall.com/Planning/GIS/Maps/SubdivisionMap_2009.pdf
- Thoroughfare Plan <http://www.rockwall.com/Planning/documents/ThoroughfarePlan4.pdf>
- Unified Development Code (Include all Overlays) <http://www.rockwall.com/Planning/documents/UDC.pdf>
- Updated Park Master Plan <http://www.rockwall.com/Parks/Documents/MasterPlan.pdf>
- Wastewater Base Map <http://www.rockwall.com/Engineering/Documents/Sewer%20Grid%20Map.pdf>
- Water Distribution Map <http://www.rockwall.com/Engineering/Documents/Water%20Grid%20Map.pdf>
- Zoning Map – http://www.rockwall.com/Planning/GIS/Maps/ZoningMap_Mar2009_official.pdf

Final Plat/ Re-Plat Review Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of Final Plat / Re-Plat Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		Completed Application and fees				
		Completed Final Plat-Plan Review Checklist				
		Final Plat; 18" x 24", 20 Copies (folded). If multiple sheets are required, an overall plan shall be submitted.(See below for more info)				
		Landscape Plan (if required at this time, see Site Plan Packet/Checklist for more information)				
		Tree Preservation Plan (if required at this time, see Site Plan Packet/Checklist for more information)				
		Other documents (if required)				
		Final Plat Checklist				
		Title or name of development, written and graphic scale, north point, date of plat, and key map				
		Location of the development by City, County and State				
		Location of development tied to a Rockwall monument, X,Y coordinates on 2 property corners				
		Accurate boundary survey and property description with tract boundary lined by heavy lines				
		Accurate plat dimensions with all engineering information necessary to reproduce plat on the ground				
		Approved name and right-of-way width of each street, both within and adjacent to the development				
		Locations, dimensions and purposes of any easements, visibility clips or other right-of-way				
		Identification of each lot or site and block by number and letter and building lines				
		For each lot indicate square footage of lot or provide calculation sheet				
		Indicate acreage and number of lots for development				
		Record owners of contiguous parcels of subdivided land, names and lot patterns of contiguous subdivisions,				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		approved Concept Plans, reference recorded subdivision plats or adjoining platted land by record name and by deed record volume and page				
		Boundary lines, dimensions and descriptions of spaces to be dedicated for public use of the inhabitants of the development				
		Appropriate plat wording (SEE PLAT WORDING)				
		Designation of the entity responsible for the operation and maintenance of any commonly held property and a waiver releasing the City of such responsibility, a waiver releasing the City for damages in establishment or alteration of graded (SEE PLAT WORDING)				
		Statement of developer responsibility for storm drainage improvements (SEE PLAT WORDING)				
		Instrument of dedication or adoption signed by the owners (SEE PLAT WORDING)				
		Space for signatures attesting approval of the Plat. (SEE PLAT WORDING)				
		Seal and signature of the surveyor responsible for the surveying the development and/or the preparation of the Plat (SEE PLAT WORDING)				
		Compliance with all special requirements developed in preliminary plat review				
		Statements indicating that no building permits will be issued until all public improvements are accepted by the City (SEE PLAT WORDING)				
		Attach copy of any proposed deed restrictions for proposed subdivision				
		Reviewed plans with electric, gas, cable and phone companies				
		Applicant understands the plat must be filed with the County Clerk within 180 days of approval or the plat will be considered invalid				
		Recorded Volume and Page information for all separate easements and ROW dedications within the platted area or adjacent tracts				

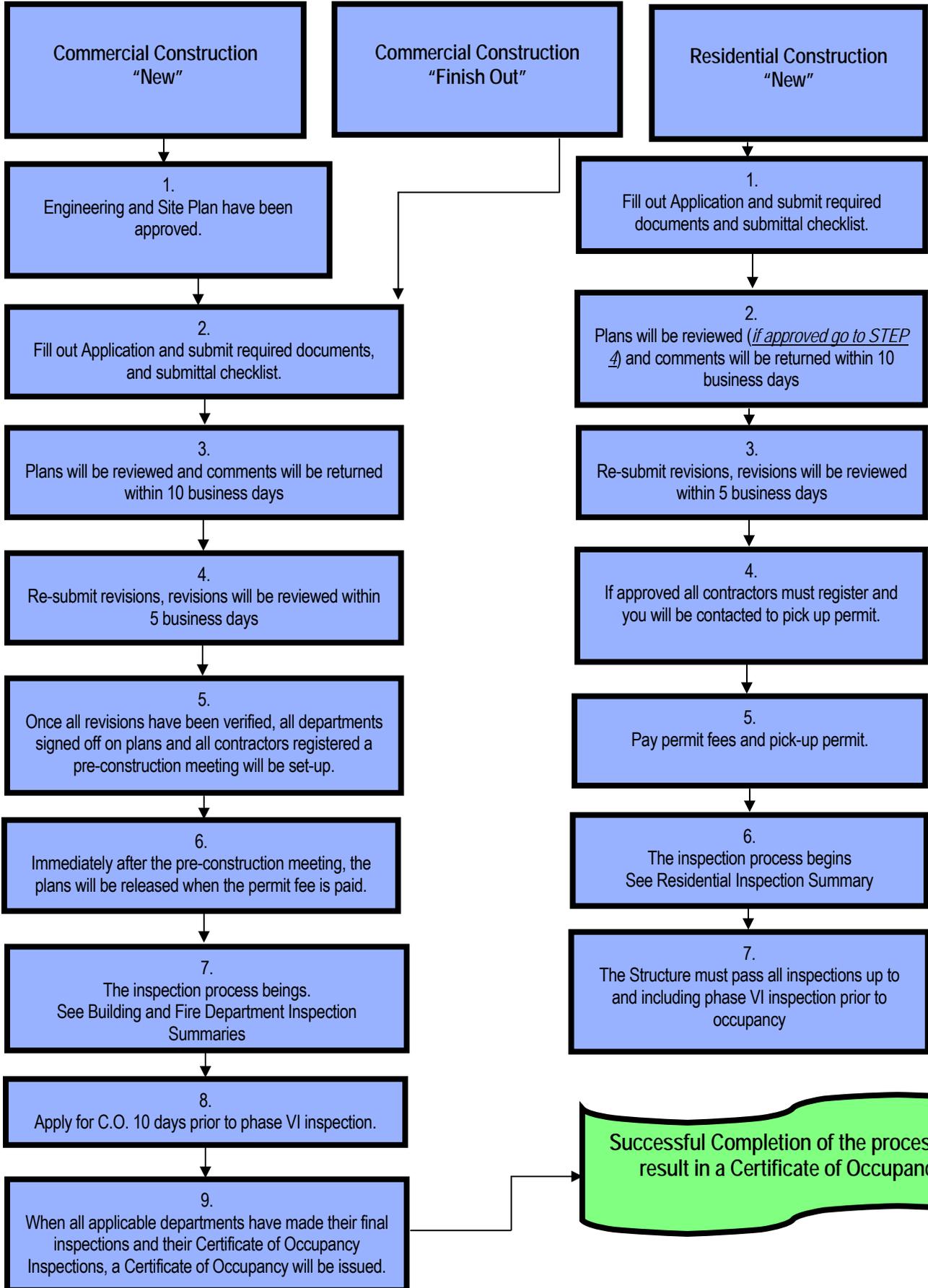
*******End of Checklist for Final Plat / Re-Plat*******

Section 7 – Building Permits

Building Permits Flow Chart



Based on the need for 2 reviews, each review adds approx. 15 days to the timeline. Timeline may be less if compliance is met with fewer reviews



General Procedures

The purpose of the Building Department and Fire Marshal's Office is to ensure the quality of life of those who live, work and visit the City of Rockwall by promoting safety in the construction, use and occupancy of buildings throughout Rockwall. These departments are committed in assisting developers and builders create homes and businesses that provide a safe and livable environment. We ensure that state and local codes are followed in order to enhance the quality of life and preserve the natural environment for current and future generations.

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.

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.
- 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 building permit submittal is accepted, the Building Department coordinates the Building 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 Building Department staff at (972) 771-7709 or Fire Department Staff at (972) 771-7770 to assist you in preparing a complete application package.

Step-By-Step Process for Permitting Commercial Structures

New Commercial Structures

New structure is a new building, to be placed on an undeveloped piece of land for commercial use. The zoning process should be complete and the civil plans should be approved and released prior to submitting the building plans.

Finish Out

Finish out is a space in an existing building that will be used for commercial use. The shell building should be substantially complete and civil work done prior to submitting building plans.

1. **Approvals** All Prerequisite approvals have been obtained. The Site Plan and Engineering plans shall be approved prior to building plans submitted.
2. **Application** Submit application form, required drawings, and any other additional documentation. (See submittal requirements in this Section).
3. **Plan Review** The plans will be reviewed by all City of Rockwall Development team within 10 business days and comments will be sent out. You can access E-TrakIT to review any comments prior to the official letter on the 10th day. (See E-TrakIT in this Section) .
4. **Revisions Submitted** Once revisions have been submitted (always re-submit full sets with a written response) they will be reviewed with in 5 business days. If further comments are needed, they will be sent out and this step repeated.
5. **Approval** Once all departments have signed off on all revisions, your status will be approved. The Permit Tech will verify that all contractors are listed on the permit and have registered with the City of Rockwall. They will calculate fees and the Permit Tech will contacted you to schedule a pre-construction meeting.
6. **Pre-construction meeting** The pre-construction meeting is designed to provide important information about the inspection process to the General Contractor and/or Site Superintendent. It is recommended that the General Contractor/Superintendent attend the meeting, sub-contractors are also welcome.
7. **Inspection Process** The field inspection process begins. The Building Department inspectors are combination inspectors for all trades. Each other City Department have their own inspectors. You will be assigned one inspector who will be with you thru out the entire project from both the Building and Fire Departments. (See Inspection Summary sheets in this Section)
8. **Apply for Certificate of Occupancy.** An application for a Certificate of Occupancy must be submitted to the Building Inspection Department at least 10 working days prior to Phase VI / C.O. inspection.
9. **Certificate Of Occupancy** When all departments have approved their final inspection, approved the Certificate of Occupancy Inspection, and the \$75 fee has been paid, a Certificate of Occupancy will be issued and the business can open.

Step-By-Step Process for Permitting Residential Structures

New Residential Structures

New residential structure is a new home, to be placed on an undeveloped piece of land or bench lot zoned for residential use.

1. **Application** Submit application form, required drawings, and any other additional documentation. (See submittal requirements in this Section)
2. **Plan Review** The plans will be reviewed by all City of Rockwall Building Department within 10 business days and comments will be sent out. You can access E-TrakIT to review any comments prior to the official letter on the 10th day. (See E-TrakIT in this Section).
3. **Revisions Submitted** Once revisions have been submitted (always re-submit full sets with a written response) they will be reviewed with in 5 business days. If further comments are needed, they will be sent out and this step repeated.
4. **Approval** Once all revisions have been signed off on by all departments, your status will be approved. The Permit Tech will verify that all contractors are listed on the permit and have registered with the City of Rockwall. They will calculate fees and the Permit Tech will contacted you to schedule a pre-construction meeting.
5. **Pick up Permit** Once your fees have been paid, the permit will be released.
6. **Inspection Process** The field inspection process begins, all City of Rockwall inspectors are combination inspectors. You will be assigned one inspector who will be with you thru out the entire project. (See Residential Inspection Summary sheet in this Section) If a fire sprinkler system is being installed in the home, please refer to the Fire Department Inspection Summery for details on the required fire department inspections.
7. **Certificate of Occupancy** The structure must pass all inspection up to and including the Phase VI (final) inspection prior to occupancy. The City of Rockwall does not give you an actual Certificate of Occupancy. The "green tag" on your final inspection (phase VI) is your C.O.

Building Plan Review and Release Information

Prior to Building Plan Submission

Schedule and Attend a Pre-Application Meeting – First. Contact the Planning Department to schedule your pre-application meeting and have a City Case Manager assigned to your project.

Obtain Site Plan and Engineering Plan Approval. Ensure that you have a stamped approved copy of the project Site Plan and Engineering Plans. A copy of the Site Plan must be included in the Building permit submittal. Ensure every item included in the Building Plan Submittal Application is addressed on the Building Plans prior to submittal.

Obtain Information on Adopted Codes and Amendments. The City of Rockwall currently utilizes the 2006 International Codes. City of Rockwall amendments to the ICC Codes is available for download on the Building Department webpage www.rockwall.com. The 2006 IFC code amendments are available for download on the Fire Department webpage www.rockwall.com. The Fire Department standards can be found in the Fire Marshal's Office Polices and Guidelines document. This document is available for download on the Fire Department webpage www.rockwall.com.

Request a Pre-Design Meeting. Although not required, a pre-design meeting between the development team and Building and Fire Department staff allows the development team to ask specific building-related questions and allows Building and Fire Department staff to share its institutional knowledge before significant design effort is expended.

Building Plan Review Details

Initial Building Plan Submittal. After your Site Plan and Engineering Plans are approved, you may submit for Building Plan Review to the Building Department, located in City Hall at 385 South Goliad.

The submittal will be reviewed for completeness by the Building Department in accordance with the submittal checklist at the end of this document. If the submittal is incomplete, it will be immediately rejected and returned without review. If the submittal is complete, it will be routed to the Building and Fire Departments for City Staff review. The first review normally takes 10 business days. Staff will notify the Development Team when the review has been completed and will provide a unified list of any review comments that need to be addressed.

Subsequent Building Plan Submittals. Each resubmittal must comply with the Building Plan Submittal Requirements Checklist including written reply to all review comments. Review of subsequent submittals normally takes 10 business days per submittal.

Aid to a Quick Review for Subsequent Submittals. Address each of City comments in writing including the explanation on how the comment was address and indicate which sheet reflects the explanation.

Building Plan Review Status. The status of a Building plan review may be checked on-line at the City's development website at www.rockwall.com/ETrakIT using the development specific user ID. See E-TrakIT Step by Step Process for detail instructions.

Other Plan Approvals, Documents, and Permits Required. The following plans and permits must be approved separately prior to full release of Building Plans for construction:

- Site Plan.** A Site Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department.
- Landscape Plan.** A Landscape Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department.
- Tree Preservation Plan.** A Tree Preservation Plan is required on most projects. This plan shall be submitted separately to and approved by the Planning and Zoning Department.
- Irrigation Plan.** Irrigation plans should be submitted separately to and approved by Building Inspection.
- Engineering Plans.** Engineering Plans are required on most projects. These plans shall be submitted separately to and approved by the Engineering Department.
- Project Specific Permits and Documents.** During Engineering Plan review, the Engineering Department will inform the development team if any other letter(s) of permission or permits from adjacent property owners and/or other public agencies (i.e., TxDOT, NTMWD, COE, FEMA, etc.), are required. Such documents include off-site easements, facilities agreements, wetland determination, cross-access easements, FEMA CLOMR and LOMR, and TxDOT access and crossing permits.

Expiration of Building Plans: The acceptance of an administratively complete building plan submittal application is considered a permit under the Local Government Code, Chapter 245. Said permit shall expire one year after acceptance of administratively complete application unless progress is being made toward completion of the project. If the permit expires, a new building plan submittal application will be required under current design standards and ordinances, which shall include submission of additional fees.

Revisions to Approved Building Plans: If changes to the approved set of Building Plans are needed during construction, they must be submitted to the Building Department for review and release. All revisions shall be “clouded” and the revision number and date shall be indicated.

Pre-Construction Meeting Information

A Pre-Construction Meeting is required prior to issuance of the Building Permit. The purpose of the pre-construction meeting is to review the requirements of the construction project as well as get the Registered Design Professionals, Plan Reviewers, Contractor and Inspection Department personnel together to become familiar with the project and each other.

Scheduling of the Pre-Construction Meeting:

The Development Team will be notified by the Building Department when the project is ready for a Pre-Construction Meeting. Prior to scheduling a pre-construction, all contractors shall be registered with the City of Rockwall.

Required Fees:

Fees are required to be paid prior to release of the building permit. The fees will include the building permit fees and those fees listed on the fee memo prepared by the City Engineer. The fee memo will note the roadway impact fee, siren fee, any pro rata fees, and water and wastewater impact fees along with any other engineering or project fees associated with the project as determined by the City Engineer.

Required Attendees:

- Project Manager/Owner Representative
- Contractor Representatives



City of Rockwall
The New Horizon

Building Permit Application

Permit # _____

CONSTRUCTION ADDRESS				TYPE OF PERMIT				
SUBDIVISION			ZONING		LOT	BLOCK		
BUILDING OWNER		MAIL ADDRESS		CITY, STATE, ZIP		PHONE #		
CONTACT PERSON		E-MAIL ADDRESS				PHONE #		
GENERAL CONTRACTOR		MAIL ADDRESS		CITY, STATE, ZIP		PHONE #		
ELECTRICAL CONTRACTOR		MAIL ADDRESS		CITY, STATE, ZIP		PHONE #		
PLUMBING CONTRACTOR		MAIL ADDRESS		CITY, STATE ZIP		PHONE #		
MECHANICAL CONTRACTOR		MAIL ADDRESS		CITY, STATE		PHONE #		
BUILDING INFORMATION								
1 st floor SF:	2 nd floor SF	Garage	Covered Porch:	Covered Patio:	Total SF	Height	Lot Size	Plan #:
PERMIT DESCRIPTION:								
CITY REMARKS/DESC:								
<small>NOTICE TO APPLICANT: THIS PERMIT IS ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THIS APPLICATION AND ON ANY SUBMITTED PLANS, AND IS SUBJECT TO THE PROVISIONS IN ADDITION, REQUIREMENTS OF THE CITY OF ROCKWALL CODE OF ORDINANCES AND ANY OTHER APPLICABLE ORDINANCE. THIS PERMIT IS ISSUED ONLY FOR THE PURPOSE OF ALLOWING CONSTRUCTION OF A BUILDING OR STRUCTURE CONFORMING TO THE CODES AND ORDINANCES OF THE CITY, REGARDLESS OF INFORMATION AND/OR PLANS SUBMITTED.</small>								
<small>SCOPE OF PERMIT: FOR NEW BUILDINGS AND FOR ADDITIONS TO EXISTING BUILDINGS, THIS PERMIT AUTHORIZES STRUCTURAL, PLUMBING, ELECTRICAL, MECHANICAL, AND WORK TO BE PERFORMED IN THE CONSTRUCTION OF THE BUILDING OR STRUCTURE AT THIS ADDRESS, IF DONE AT THE SAME TIME OF INITIAL CONSTRUCTION. NO SEPARATE SUBCONTRACTOR PERMITS ARE NEEDED FOR THOSE TRADES. HOWEVER, THE PERMIT HOLDER IS REQUIRED TO USE ONLY SUBCONTRACTORS LICENSES, REGISTERED, OR BONDED BY THE CITY OF ROCKWALL WHERE SUCH REQUIREMENT IS APPLICABLE.</small>								
I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY That ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE: _____ AGENT OR APPLICANT _____ (DATE) Subject property is _____ or is not _____ within the flood hazard area. Required lowest floor elevation is _____.					ESTIMATED VALUE:			
					Building Permit		\$ _____	
		Water Meter Deposit		\$ _____				
		Meter Installation		\$ _____				
		Sewer Service		\$ _____				
		Water Impact Fees		\$ _____				
		Sewer Impact Fees		\$ _____				
		Siren Fee		\$ _____				
		Contractor Registration		\$ _____				
		Certificate of Occupancy		\$ _____				
		Total Fees		\$ _____				
CITY APPROVAL								

(DATE)								



City of Rockwall
The New Horizon

Contractor Registration Form

Registration Fee \$100.00

Type of Contractor or License:

(Please Check One)

- | | |
|--|---|
| <input type="checkbox"/> Assembly Tester | <input type="checkbox"/> General Contractor |
| <input type="checkbox"/> Backflow | <input type="checkbox"/> Irrigator |
| <input type="checkbox"/> Concrete Contractor | <input type="checkbox"/> Mechanical Contractor |
| <input type="checkbox"/> Demo/House Moving | <input type="checkbox"/> Plumbing Contractor (No Fee) |
| <input type="checkbox"/> Electrical Contractor | <input type="checkbox"/> Pool Contractor |
| <input type="checkbox"/> Energy Inspector | <input type="checkbox"/> Sign Erector |
| <input type="checkbox"/> Fence Contractor | <input type="checkbox"/> _____ |

Business Name: _____

Owner's Name _____

Physical Street Address: _____

License Holder: _____

City, State Zip: _____

Master State License (Certification) #: _____
(If applicable)

Mailing Address: _____

Expiration Date: ____/____/____

City, State Zip: _____

Contractor State License #: _____
(If applicable)

Telephone Number: _____

Expiration Date: ____/____/____

Fax Number: _____

E-mail Address: _____

Backflow Gauge Serial
(For Backflow Testers Only) # _____

Other Number(s): _____

Please attach a copy of the master drivers' license, state license (certification below).

Please Note: (All trade subs are required to have liability insurance of \$300,000)

"New" Residential Submittal Requirements

Adopted Construction Codes

2006 International Residential Code, with amendments.

2005 National Electrical Code, with amendments.

Permit Requirements

The City of Rockwall currently uses a 'Permit Validation System', which allows the General Contractor to validate (or list) the sub-contractors (plumbing, mechanical, and electrical) on the Building Permit. Licensed Contractor Permits are also available, for other than the validation type permit. **VERY IMPORTANT:** A building permit or contractor permit will not be accepted if the application is not properly completed. This means that all required information must be submitted and all 'validated' contractors must be licensed and currently registered with the City of Rockwall. The following items must be submitted at the time of the permit application.

- Completed building permit application
- Two (2) Copies of the plot plan.
- Completed Residential plan review checklist
- Two (2) complete sets of floor plans require. Minimum scale of plans 1/8" or 1/4" =1" on sheets between 11"X17" to 24"X36" folded. Prepared by an Architect or 'approved' designer.
- Plumbing, mechanical, and electrical design. The mechanical design can be limited to the location and size of HVAC units with location of exhaust fans. The plumbing design can be limited to the location of fixtures and sizing of the water and gas supply lines. Electrical outlet location and service size and location. Location of smoke detectors in accordance with section 313 of the 2006 IRC.
- An engineered foundation plan prepared by a Texas licensed engineer.
- Original letter from the engineer stating that the foundation was designed for the soil conditions of the lot. The letter must also state that the foundation design criteria comply with the requirements of the 2006 International residential Code
- Residential Energy calculations perform by third party plan reviewer. Program RES Check is not acceptable for residential compliance, Demonstration of Energy Code compliance may be accomplished by the use of compliance software furnished by the Energy Systems Laboratory or other compliance software meeting the requirements of Senate Bill 5 (SB5)

*This form must be completed and turned in with your permit

Signature _____

Date _____

"New" Commercial Submittal Requirements

Adopted Construction Codes:

2006 International Building Code and local amendments
2006 International Fire Code and local amendments
2006 International Mechanical Code and local amendments
2006 International Plumbing Code and local amendments
2006 International Fuel Gas Code and local amendments
2006 International Energy Conservation Code and local amendments
2005 National Electrical Code and local amendments

Permit Requirements

The City of Rockwall currently uses a 'Permit Validation System', which allows the General Contractor to validate (or list) the sub-contractors (plumbing, mechanical, and electrical) on the Building Permit. Licensed Contractor Permits are also available, for other than the validation type permit. **VERY IMPORTANT:** A building permit or contractor permit will not be accepted if the application is not properly completed. This means that all required information must be submitted and all 'validated' contractors must be licensed and currently registered with the City of Rockwall. The following items must be submitted at the time of the permit application.

- Engineering plans have been approved.
- Completed building permit application
- Completed Building plan review checklist
- Copy of approved Site Plan. And 2 additional copies that are 11"x17"
- Submit three (3) sets of professionally sealed construction drawings, containing all referential, architectural, structural, and M.E.P. drawings. *Four (4) sets will be required if food handling or preparation*
- One (1) set of Project Specifications
- Architectural Barriers Project No. or evidence of TDLR review application
- Energy Code plan review (3rd party certified)

Will any demo work be done on this project?

- No
- Yes- Applicable Asbestos Survey or Arch/Eng. Certification as required by Senate Bill 509 and the mfr's Material Safety Data Sheets (MSDS) for new construction parts, as applicable (House Bill 1927).

This form must be completed and turned in with your permit

Signature _____

Date _____

"Finish Out" Commercial Submittal Requirements

Adopted Construction Codes:

2006 International Building Code and local amendments
2006 International Fire Code and local amendments
2006 International Mechanical Code and local amendments
2006 International Plumbing Code and local amendments
2006 International Fuel Gas Code and local amendments
2006 International Energy Conservation Code and local amendments
2005 National Electrical Code and local amendments

Permit Requirements

The City of Rockwall currently uses a 'Permit Validation System', which allows the General Contractor to validate (or list) the sub-contractors (plumbing, mechanical, and electrical) on the Building Permit. Licensed Contractor Permits are also available, for other than the validation type permit. **VERY IMPORTANT:** A building permit or contractor permit will not be accepted if the application is not properly completed. This means that all required information must be submitted and all 'validated' contractors must be licensed and currently registered with the City of Rockwall. The following items must be submitted at the time of the permit application.

- Engineering plans have been approved and released.
- Completed building permit application
- Completed plan review checklist
- Submit three (3) sets of professionally sealed construction drawings, containing all referential, architectural, structural, and M.E.P. drawings. *Four (4) sets will be required if food handling or preparation*
- Submit existing layout and proposed layout.
- Architectural Barriers Project No. or evidence of TDLR review application
- Energy Code plan review (3rd party certified)

Will any demo work be done on this project?

- No
- Yes- Provide an applicable Asbestos Survey or Arch/Eng. Certification as required by Senate Bill 509 and the mfr's Material Safety Data Sheets (MSDS) for new construction parts, as applicable (House Bill 1927).

**This form must be completed and turned in with your permit*

Signature _____

Date _____

Public Pool and Spa Submittal Requirements

Adopted Construction Codes:

The City of Rockwall Public Swimming Pool and Spa Code. A copy of the Public Pool and Spa ordinance can be obtained on the Code Enforcement website or by this link:

[http://www.rockwall.com/CodeEnforcement/Documents/Public%20Swimming%20Pool%20and%20Spa%20Code%20\(Ordinance%2003-18\).pdf](http://www.rockwall.com/CodeEnforcement/Documents/Public%20Swimming%20Pool%20and%20Spa%20Code%20(Ordinance%2003-18).pdf)

2006 International Building Code and local amendments

2006 International Mechanical Code and local amendments

2006 International Plumbing Code and local amendments

2006 International Fuel Gas Code and local amendments

2005 National Electrical Code and local amendments

Permit Requirements

A separate building permit is required for the construction or remodel a public swimming pool or spa from the main structure. The permit will be reviewed for approval by all City departments including the Health Inspector from the Code Enforcement Department.

The following items must be submitted at the time of the permit application.

- Three full sets of blue prints must be submitted for review.
- Plans must be drawn to scale, and include a top view and a side cross section view.
- All dimensions and specifications must be referenced on the plans, including surface area of the pool, spa, and deck, in square feet, and total volume of pool and/or spa in cubic feet and gallons, as well as turnover rates, type of disinfection, etc.
- All plans submitted shall bear the stamp of the designing professional engineer or professional architect, along with a statement by the designing professional engineer or professional architect that the plans submitted are designed in compliance with all state and local codes relating to the design, construction, and operation of the public swimming pool or spa in effect at the time of the submission of plans.
- Plans must contain detailed drawings, descriptions and specifications to include all of the following:
 - Type, location, and number of drains (outlets)
 - Type, location, and number of inlets (jets)
 - Type, location, and number of skimmer drains
 - Type, location, and number of filters
 - Type, location, and number of pumps
 - Type, location, and number of lights
 - Type, location, and number of Depth Markers
 - Entries into pool/spa (steps, stairs, ladders, etc.)
 - Type and location of anti-backflow protection, and its location, installed between the City potable water supply and the pool or spa
 - Type and number of chemical feeders (sanitizer dispensers-chlorinators, brominators, etc.)
 - Locations of all gauges, flow meters, etc.
 - Diving boards
 - Life guard stands (if required) and life saving equipment
 - Bath house and associated appurtenances
 - Fencing, to include materials, height, layout, gates, hardware, etc.
 - Telephone
 - Clock (by spa)
 - Description, location, and drawings of all required signage

Certificate of Occupancy Process for New Buildings

The certificate of occupancy (CO) is the final construction document issued by the building official to authorize occupancy of a structure upon completion of all building issues. Section 110.1 of the 2006 International Building Code (IBC) states that:

"No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure of portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances or the jurisdiction."

The certificate of occupancy follows the final approval of all issued trade and building permits, the completion of required site plan items and conditions, and the completion of the special use permit (SUP) requirements agreed to at the beginning of the construction process. The purpose of this handout is to explain the CO process for the City of Rockwall, the responsibility of the applicant, and the responsibility of each City department in recommending approval of the CO to the building official.

In Rockwall, the CO process begins and ends with the Building Inspections Department. It is recommended that the CO be applied for at the same time that the initial construction permits and plans are submitted for review. This usually speeds up the CO process as the project nears completion and settlement or move-in dates are being decided.

While the Building Inspections Department administers the CO process, inspections must be coordinated with, and approvals obtained from the following departments:

1. Building Inspections Department	972-771-7760
2. Engineering Department	972-771-7746
3. Fire Marshal's Office	972-771-7770
4. Health Department	214-202-1202
5. Planning and Zoning Department	972-771-7745

Separate inspections are conducted by each department to ensure that the items under their jurisdiction have been completed by the applicant. For projects that involve food (restaurants, hotel or school kitchens, etc.); child or adult care (day care centers, retirement homes, schools, etc.); public or private swimming pools; and other types of business' that involve food or health related matters, approval by the Health Department is also required before a CO may be issued.

It is required that a minimum period of two weeks be allowed between the completion of construction and the intended "move-in" date, or grand opening event requiring an issued CO. This two-week period will allow for any noted deficiencies to be corrected in time for the scheduled opening without delaying the CO. It is important to have one site person designated to coordinate the inspection process, communicate with the appropriate departments to resolve any inspection disapprovals, and then follow up with the Building Inspections Department to obtain the issued CO. *After CO is approved by all departments, a fee of \$75 will be charged.* For disapproved inspections, the specific departments should be contacted to reschedule the inspection once the issue is resolved. Planning and coordination by site personnel is essential, as it is usually not possible to obtain the CO on the same day that the inspections are conducted.

Violation notices will be issued if a structure is occupied or used before a Certificate of Occupancy is issued. Any person who violates or fails to comply with these requirements shall be guilty of a misdemeanor and shall be liable to a fine of not more than two thousand dollars (\$2000.00). Each day such violation shall be permitted to exist shall be guilty of a separate offense and upon conviction thereof shall be fined as herein provided.

Temporary Certificate of Occupancy Process

The certificate of occupancy (CO) is the final construction document issued by the building official to authorize occupancy of a structure upon completion of all building and construction related issues. Section 110.1 of the 2006 International Building Code (IBC) states that:

"No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances or the jurisdiction."

It is sometimes necessary to request a temporary certificate of occupancy (TCO) prior to the final certificate of occupancy being issued. It is sometimes possible for the building official to approve temporary occupancy of a structure. Section 110.3 of the 2006 International Building Code (IBC) states that:

"The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid."

This certification is intended to acknowledge that some building features may not be completed even though the building is safe for occupancy, or that a portion of the building can be safely occupied while work continues in another area. Temporary certificates should be issued only when incidental construction remains. All departments will view the issuance of a temporary certificate of occupancy as substantial an act as the issuance of the final certificate.

Upon request of the owner or authorized representative, the building official may issue a temporary certificate of occupancy for the temporary use and occupancy of a portion of a building prior to the completion and occupancy of the entire building provided such temporary occupancy or use will not in any way or manner jeopardize life or property. Such a certificate may be issued for a period not exceeding six (6) months, with a renewable fee to be collected.

Even with the best planning and communications, it is sometimes necessary to request to move furniture in or stock goods prior to the CO being approved and issued. These requests are considered on a case-by-case basis and require the approval of the Building and Fire Department. Before the request will be considered, installed fire alarm and/or sprinkler systems must have passed field acceptance tests. It is important to remember that an approval to stock is for goods only; it is not authorization for people to occupy or sleep in the structure.

The TCO requires all the same inspections as a certificate of occupancy as well as additional fees and submittals. For this reason, do not view the TCO as a short cut to occupying the structure.

The temporary certification of occupancy fee of \$300.00 (per address) is due at issuance and an additional fee of \$300.00 is required for any subsequent renewals. In some circumstances, escrow payment may be required for any unfinished work. When required, the value of the escrow payment will be set at 110% of the value of the work to be completed.

The expiration date of the temporary certificate of occupancy will be determined on a case-by-case basis. Unless otherwise noted the TCO will expire within 30 days of issuance. The expiration date shall be clearly noted on the TCO.

Before the TCO expires, a request for re-inspection is required from all applicable city departments.

After all departments have re-inspected the property, one of three things will happen:

- 1) All outstanding requirements will have been met and the permanent certificate of occupancy is issued.
- 2) Not all outstanding requirements have been met; another TCO is issued along with a renewal fee of \$300.00 and a new expiration date will be set.
- 3) Not all outstanding requirements have been met and another TCO has not been issued, a notice of violation or citation will be issued.

The following is a list of minimum requirements that must be met before consideration is given by the Building Official to allow the issuance of a Temporary Certificate of Occupancy. The list is not all-inclusive.

- A written request from the owner or owner's agent for the TCO (departmental clearance is required for any application for a TCO).
- No overhead lifting above floor(s) of occupancy.
- Building must be enclosed at all levels.
- Associated site and civil requirements must be substantially complete as approved by the city engineer.
- Code-required fire and life/safety systems, i.e., sprinklers, fire alarms, smoke detectors, fire rated floor systems, duct, shafts and penetrations, elevators, exit illumination, exits and exit stairways must be in place and functional on the level of occupancy considered as well as one story above and to grade level.
- Accessibility requirements must be complete and in compliance up to, throughout, and from the area under consideration.
- Parking, including accessible spaces, must be available for the occupancy of the area under consideration.
- Fire Sprinklers and standpipes must be functional on floors under construction and include proper design pressures on the floor of occupancy, the adjacent floor above and to grade.
- Other issues pursuant to field conditions.

Issuance of a TCO shall not be construed as a dismissal of a violation of any City of Rockwall codes or ordinance provisions.

Any person who violates or fails to comply with these requirements shall be guilty of a misdemeanor and shall be liable to a fine of not more than two thousand dollars (\$2,000.00). Each day such violation shall be permitted to exist shall be guilty of a separate offense and upon conviction thereof shall be fined as herein provided.

OFFICE USE ONLY

Plng. Dept: _____ Date: _____

Hlth. Dept: _____ Date: _____

Eng. Dept: _____ Date: _____

Fire Dept: _____ Date: _____

Bldg. Dept: _____ Date: _____

Code Dept: _____ Date: _____

Bldg. Official _____ Date: _____

Zoning _____ Occ. Load _____

Escrow Payment Required? (Circle one) Yes No

Occ. Class. _____ Type Const. _____

T.C.O. Expiration Date: _____

Conditions of Temporary Occupancy:

Building Department Administrative Fee Schedule (Res. No. 05-22)

Residential Permit Fee

• Single Family Residence – New	*Table 1A
• Single Family - Remodel	*Table 1A
• Accessory Building	*Table 1A

Commercial Permit Fee

• Commercial - New	*Table 1A
• Commercial - Remodel	*Table 1A
• Certificate of Occupancy	\$75.00
• Temporary Certificate of Occupancy	\$300.00

Other Items

• Board of Adjustments	\$200.00
• Construction Advisory and Appeals Board	\$200.00
• Concrete	*Table 1A
• Demolition	\$50.00
• Electrical	*Table 1A
• Fence	\$35.00
• Screen Walls	\$75.00
• Inspection Fees	
After Hours	\$50.00 per hour (minimum 2 hrs)
Re-inspection Fee	\$50.00
• Irrigation	\$35.00
• Mechanical	*Table 1A
• Miscellaneous	\$35.00 per inspection
• Permit Bag Replacement	\$20.00
• Pools/Hot Tubs/Spas	
Pool – Above ground	\$75.00
Pool – In ground	\$150.00
Hot Tub/Spa	\$100.00
• Plumbing	*Table 1A
• Roofing	\$35.00
• Temporary Construction Trailer	\$100.00
• Moving a Structure Refer to Sec. 6-82 of the Code of Ordinance	

Building Permit Fees

Table 1A

Total Valuation	Fee
\$1.00 to \$500.00	* \$35.00
\$501.00 to \$2,000.00	* \$35.00 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2000.00
\$2,001.00 to \$25,000.00	\$80.75 for the first \$2000.00 plus \$14.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$402.75 for the first \$25,000.00 plus \$10.10 for each additional \$1000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$655.25 for the first \$50,000.00 plus \$7.00 for each additional \$1000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1005.25 for the first \$100,000.00 plus \$5.60 for each additional \$1000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3245.25 for the first \$500,000.00 plus \$4.75 for each additional \$1000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5620.25 for the first \$1,000,000.00 plus \$3.65 for each additional \$1000.00, or fraction thereof
<i>* Per Local Amendments</i>	
<i>For use of outside consultants for plan checking and inspections, or both</i>	Actual costs

Single Family Impact Fees	
Water Impact Fee	Sewer Impact Fee
\$412.00	\$1640.00

Contractor Fees-Expires when State License Expires

Back Flow	\$100.00
Electrical Contractor (must be Master Electrician)	\$100.00
Fence	\$100.00
General Contractor	\$100.00
Irrigation	\$100.00
Mechanical Contractor	\$100.00
Demo Contractor	\$100.00

Unified Inspection Summary

Once Building Permit is issued, Inspection process begins. This is a list of typical inspections listed in chronological order:

Phase I- T-Pole

Underground Fire Line- Fire Department – including visual, hydro, flush, and final

Phase II- Combination Inspection: In foundation or under floor- plumbing, electrical and mechanical (includes all interceptors)

Flatwork - Anytime prior to Phase VI inspection.

Underground Electrical- Anytime prior to Phase V inspection.

Phase III- Concrete pour back, grade beams and slabs

Rough Wall- Combination Inspection: framing, electrical, plumbing and Mechanical.

Rough Duct

Type I Hood and Grease Duct, Type II Hood and Duct – includes make-up air

Grease Duct Fire Wrap or Chase Inspection

Above Ceiling – Combination Inspection: framing, electrical, plumbing, mechanical and ceiling grid.

Above Ceiling- Fire Department- including fire sprinkler visual, fire alarm rough wiring, firewalls, demising walls, smoke walls. (See detail list for more information)

Masonry Veneer and Brick Ties- Anytime before Phase V inspection

Phase V- Gas and electrical release

Site Walkthrough- P&Z

Food Service Inspection- Health Department

Site Walkthrough- Engineering

Signage- Code Enforcement

Fire Sprinkler- Fire Department – see detail list for more information

Fire Alarm-Fire Department- see detail list for more information

Kitchen Hood- Fire Department – see detail list for more information

FF&E- Fire Department - as needed for stocking of furniture, fixture and equipment

Phase VI and Finals - Combination Inspection: final for all trades

Final-Health Department

Final-P&Z

Final-Engineering

Final-Sign Inspection- Code Enforcement

Final- Fire Department – Building Construction items and all other remaining finals or permit inspections, see detail list for more information

Certificate of Occupancy Inspection- may be combined with the Phase VI and Final inspections

C.O-Health Department (may be combined with final)

C.O-P&Z (may be combined with final)

C.O-Engineering (may be combined with final)

C.O-Fire Department (shall be a separate inspection from the final)

Food Permit Inspection- Health Department

For Question regarding the inspection process, please contact the appropriate department.

Contacts:

Building Inspection	972-771-7709	www.rockwall.com/BuildingInspections/index.asp
Inspection Request	972-771-7760	
Fire Department	972-771-7770	www.rockwall.com/FireDepartment/index.asp
Planning and Zoning	972-771-7745	www.rockwall.com/Planning/index.asp
Health Department	972-771-7708	www.rockwall.com/CodeEnforcement/index.asp
Kelly Kirkpatrick R.S., C.F.S.P (Health Inspector)	214-200-1202	kbfss@aol.com
Engineering Department	972-771-7746	www.rockwall.com/Engineering/index.asp
Code Enforcement (Signs)	972-772-6449	www.rockwall.com/CodeEnforcement/index.asp

Residential Inspection Summary Quick Reference

Inspection request must be made before 7:30 am to receive same day inspection.
 Cancellations must be received by 9:00 am the day of the inspection, or you may be subject to a re-inspection fee.
 Call (972) 771-7709 to contact the Building Inspections Department or to cancel an inspection.
 Inspection Line – (972) 771-7760
 Fax – (972)-771-7748

Inspections	Required	When Requested	Comments
Phase I Temporary Pole	Yes	After T-Pole is set	Post address on pole visible from street or alley. Attach permit pack to pole. 8' ground rod required, with #6 min. grounding electrode conductor. Feeder Wire size – min. #8 copper and all outlets GFCI protected
Phase II Form Survey Plumbing Rough	Yes	Prior to foundation make-up	Post address on the form visible from the street. T-pole must have proper bracing. Permit pack and plans posted with form board survey next to address. Portable toilet within 5 houses of same builder. Trash bin in place. Erosion control on lot. Minimum of 1" water line to first fixture group. Water meter must be installed or 5 psi air pressure on drain lines, 50 psi. on water lines. Gas yard service lines must be installed and tested to a min. 10 psi. and 60 psi. if CSST piping will be used in house. Clean out at street to be 10 ft.-11 ft. off back of curb. No inspection will be made in rainy weather.
Phase III Foundation /Engineers inspection report	Yes	Prior to slab pour	Post address on the form visible from the street. Permit pack posted and plans with Engineers report next to address. T-pole must have proper bracing. Termite treatment (If subterranean method is used). Trash bin in place at all times. Erosion control on lot. Portable toilet within 5 houses of same builder.
Flat work	Yes	Prior to pouring flat work	Post address on form or house visible from the street. Post permit pack partially under water meter lid. T-pole must have proper bracing. Trash bin in place at all times. Erosion control on lot. Portable toilet within 5 houses of same builder.
Phase IV Frame Inspection, Electrical, Plumbing, HVAC, Brick Ties	Yes	Prior to insulation & brick	Post address on house visible from the street. Post permit pack and plans inside, near the front door. Erosion control on lot. T-pole must have proper bracing. All trades must be ready for inspection. Termite treatment (If treating walls and plates). Identify all home run locations by marking an adjacent framing member. Portable toilet within 5 houses of same builder.
Insulation	Yes (Third party)	Before sheetrock and brick.	Third party report will be picked up in permit pack at phase V inspection.
Sheetrock	No	N/A	N/A
Phase V Temporary Utility	Yes	After Electric Trim After all gas stops & connectors installed	Permanent address must be on house visible from street and alley (min. of 3" high numbers). Post permit pack and plans inside, near the front door. T-pole must have proper bracing. Erosion control on lot. Third party energy inspection report regarding frame. Trash bin in place at all times. 10 psi. on gas lines. CSST gas system must have 60 psi. on incoming line. Panel must be labeled. Portable toilet within 5 houses of same builder.
Phase VI Final Building Inspection	Yes	After home is complete and cleaned	Must have electric and gas meters set. Post permit pack and plans inside, near the front door. Double check report in permit pack. Third party inspector's final energy inspection report. Vacant lots adjacent and behind must be clean. Termite treatment compliance form. Portable toilet removed from lot. Trash bin removed. Grass planted for erosion control. Trees required by zoning for subdivision planted on lot.

****Permit must be posted for all inspections**

Commercial Building Inspection Summary Quick Reference

Inspection request must be made before 7:30 am to receive same day inspection.
 Cancellations must be received by 9:00 am the day of the inspection, or you may be subject to a re-inspection fee.
 Call (972) 771-7709 to contact the Building Inspections Department or to cancel an inspection.
 Inspection Line – (972) 771-7760
 Fax – (972)-771-7748

Inspections	Required	When Requested	Comments
Phase I Temporary Pole	Yes	After T-Pole is set	Post address on T-pole Attach permit Pack to pole 8' ground rod required, with #6 min. grounding electrode conductor. Feeder wire size-Minimum #8 copper and all receptacles GFCI protected
Phase II Plumbing Rough	Yes	Prior to foundation make-up After floors are saw cut and plumbing installed	Address posted, Permit pack and plans on site Form survey required Portable toilet and trash bin on site Ball valve w/ SS handle on service at water meter
Phase III Foundation, grade beams, Saw-cut, pour back, etc.	Yes	Prior to insulation and brick (smaller wood framed buildings with sheetrock ceilings)	Address posted, Permit pack and plans on site Engineer's foundation acceptance letter Portable toilet and trash bin on site
Phase IV Frame, electrical, plumbing & brick tie	Yes	Prior to insulation and brick (smaller wood framed buildings with sheetrock ceilings)	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Rough Wall Frame, electrical, plumbing, mechanical & brick	Yes	Prior to insulation	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Rough duct	Yes	Prior to insulating HVAC Ducts	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Above Ceiling, electrical, plumbing, and HVAC	Yes	Prior to suspended ceiling or sheetrock installation	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Underground Electrical	Yes	Prior to P5 inspection	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Type I hood s and ducts	Yes	Prior to fire wrap or chase construction	Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Type II hood s and ducts	Yes	Prior to ceiling installation To be inspected with type I Hoods if both on site	Make-up air installed Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Phase V Temporary Utilities Gas/Electric	Yes	After electric trim After all gas stops and connections installed	Pre-drywall energy inspection report Breaker panels labeled Pressure test gas system-for low pressure Use certified diaphragm gage set at 10 psi Address meter base and gas riser Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Flat work All sidewalks, patio, steps, etc	Yes	Prior to concrete placement	Rebar on chairs Address posted, Permit pack and plans on site Portable toilet and trash bin on site All trades ready for inspection
Phase VI Final Building Inspection Certificate of Occupancy Inspection	Yes	After building is complete and C.O. is applied for	Must have electrical and gas meters set Permit pack and plans on site Third Party final energy inspection Occupancy report Double check reports for: domestic irrigation, fire line and point of use backflow protection devices (must be in permit pack) Structural Engineers building acceptance letter (If applicable) Portable toilet and trash bin removed from site Site work and landscape complete

Comply with Fire Marshall, Engineering Dept. Planning and Zoning requirements.

10 working days notice is required for Phase VI / C.O. inspection. An application for a Certificate of Occupancy must be submitted to the Building Inspection Department at least **10 working days** prior to Phase VI / CO inspection.

Commercial Fire Inspections

Fire Department Inspection Requests and Procedures

The following guidelines shall be used when calling for inspection requests:

1. All inspection requests shall be coordinated by dialing (972) 771-7774, or our Fire Prevention Help Desk at (972) 771-7770.
2. Contact our office at least 24 hours in advance of the requested inspection date and time.
3. The following information must be provided when requesting an inspection:
 - a. Fire Department issued permit number.
 - b. Name of project.
 - c. Address of project.
 - d. Fire protection contractor's company name.
 - e. Fire protection contractor contact name and telephone number.
 - f. Type of inspection requested.
 - g. Other information as required, or requested.
4. A representative of the requesting company must be present at time of inspection.
5. Permit must be kept on the job site, and presented to the inspector upon request.
6. FD approved, stamped, and signed plans must be kept on the job site and presented to the inspector upon request. Contractor shop drawings are not considered approved plans.
7. Provide all previous inspection forms within the permit jacket.

Fire Department Inspection Process Details

1. **Fire Sprinkler Underground**
 - a. *Visual*: All underground piping and joints must be uncovered and exposed, with labeling of the pipe legible from grade. All thrust blocks will be visually inspected and must be uncovered and exposed to grade. Depth of bury of the pipe shall be measured and verified. All ductile iron, retaining rods, and other non-plastic components shall be externally coated for corrosion and poly wrapped.
 - b. *Hydrostatic Test*: Underground piping will have to have passed the visual inspection. The test will be at 200 psi or at 50-psi pressure in excess of the maximum static pressure when the maximum static pressure exceeds 150 psi, for a minimum of two hours. Testing to be from the gate valve to the top of the spigot, no pressure drop or gain allowed.
 - c. *Flush*: Upon completion of the underground hydrostatic test, the underground piping will be flushed, witnessed by the Fire Department. Proper methods and equipment to perform the flush must be used. All piping used to flush must be properly secured or retrained. Hoses may not be used. Field Fire Inspector must approve of flushing method and equipment. The flushing must be completed prior to stacking the riser to the overhead piping.
 - d. *Fire Sprinkler Underground Final*: Final Fire Department sign-off of completion of all inspections and the receipt of all State require paperwork.
2. **Fire Sprinkler Overhead**

Do not stack the riser until the underground flushing has been completed. Check Fire Sprinkler Underground permit for verification of completion.

 - a. *Visual*: All overhead piping and joints must be uncovered and exposed, with labeling of the pipe legible from the floor. All hangers will be visually inspected and must be uncovered and exposed to the floor.
 - b. *Overhead Hydrostatic Test*: Overhead piping will be visually inspected with all joints exposed and labeling of the pipe turned downward. The test will be at 200 psi for a minimum of two hours. No pressure drop or gain allowed.

1. A hydrostatic test is required for all new installations.
2. A hydrostatic test is required for all modifications/tenant finish-out with twenty or more sprinkler heads added and/or relocated.
- c. 24-hour air test: The test will be conducted at 40 psi of air for 24-hours with less than 1.5 psi loss.
- d. Trip Test: Operational test of the dry-pipe valve is performed and the quick opening device (500+ gallon systems) is tested, 750+ gallon systems must trip within 60 seconds.
- e. Compressor Test: Dry system compressor fills the system within 30 minutes.
- f. Riser Main Flush: Upon completion of the overhead hydrostatic test, the overhead piping will be drained and witnessed by the Fire Department.
- g. Riser Room: Verify riser room requirements, including floor drain for fire pumps, heat, light, markings, spare sprinkler head box and wrench, etc.
- h. Standpipe and Fire Department Connection (FDC): Hydrostatic testing if not already done, the test will be at 200 psi for a minimum of two hours. No pressure drop or gain allowed. A flow test at hydraulically most remote standpipe through FDC to verify required pressure and flow.
- i. Fire Pump: Hydrostatic testing (if not already done, the test will be at 200 psi for a minimum of two hours. No pressure drop or gain allowed.), all piping flushed, pump room requirements verified, and operational test conducted by manufacture witnessed by the fire department.
- j. Fire Sprinkler Final: Final Fire Department sign-off at completion of all inspections and the receipt of all State require paperwork. *The inspection shall be conducted when all sheet rock and millwork is completed. The objective of this inspection is to verify that coverage is adequate after the initial hydrostatic test. This will give the Fire Department and the contractor(s) the opportunity to make any changes before there is a request for a CO. Sprinkler heads must be clean and free from paint, construction debris, or other conditions that would affect the proper operation of the sprinkler heads.*

3. Fire Alarm

- a. Rough Wiring/ above ceiling: All fire alarm wiring will be inspected for proper installation and penetration of any firewalls. *Fire alarm wiring shall not be tied to ceiling grid wire.*
- b. Audible Device Test: Ensure audible notification devices provide occupant notification for all areas without strobe devices.
- c. Visual Device Test: Ensure that all areas that do not have audible notification have visual coverage.
- d. Initiating Device Test: Test all smoke detectors and/or fire alarm initiating devices for Alarm and/or Standby conditions.
- e. Waterflow: The waterflow alarm will be tested by opening the inspectors test connection. The time delay feature on the flow switch switches must be set to a minimum delay of 30 seconds.
- f. Central Station Monitoring: Alarms and/or trouble signals are required to be monitored by a UL listed Central Station. Standard response to contact Fire Department shall be within 3 minutes.
- g. Device Address Test: All analog or addressable system will have all devices pulled and/or activated. The print out must comply with the devices that were pulled.
- h. Final: Final inspection.

4. Kitchen Hood

- a. Air Test: The nozzles protecting the cooking appliance shall be tested with compressed air to simulate activation.
- b. Utility Shut-off Test: All utilities connected to the protected cooking devices, shall have automatic shut-off valves.
- c. Manual Pull Station Test: Operation of the manual pull station shall bring about full system operation.
- d. Audible/Visual Notification: Audible and/or visual notification devices shall be tested.
- e. Fire Alarm Connection: Automatic fire-extinguishing systems shall be monitored by the building fire alarm system in accordance with NFPA 72.
- f. Final: Final inspection.

5. **Underground Storage Tank**
 - a. See Installation Checklist for Underground Storage Tanks for all required inspections.
6. **Aboveground Storage Tank**
 - a. See Installation Checklist for Aboveground Storage Tanks for all required inspections.
7. **Access Control Gates**
 - a. Fire Lane Unobstructed. The fire lane shall have a clear width of 24-feet.
 - b. Fail-Safe/Manual mode Verified. Test operation of Fail-safe/manual mode.
 - c. Know Box Key Switch. Test the operation of the Knox Box Key switch.
 - d. Emergency Ingress system Tested. Test openers and receivers.
 - e. Access Control Gates Final: Final inspection.
8. **Access Control**
 - a. Magnetic-Lock/Push Bar Test: Magnetic locks will be tested.
 - b. Back-up Power Verification: Test emergency backup power to the access control system, where provided
 - c. Fail Safe Verification: Loss of power, or function to that part of the access control system, which locks the doors, shall automatically unlock.
 - d. Connection to Fire Sprinkler/Alarm System: Activation of the building fire alarm or automatic sprinkler system, if provided, shall automatically unlock the doors. In addition, remain unlocked until the fire alarm system is reset.
 - e. Manual Operation: Manual operation of the access control system, independent of any automatic function, will be tested.
 - f. Egress: Electric strike, or designated access doors shall be tested to verify free egress
9. **Hazardous Materials**
 - a. Permit Posted: Permit is clearly posted near the entrance to the occupancy.
 - b. Permitted Quantity is not exceeded: The quantities permitted are not exceeded.
 - c. Controls in Place: Administrative and/or containment controls are in place. Proper storage requirements are provided for the quantity of materials stored. Non-compatible materials shall be properly segregated.
 - d. Placard: Required NFPA 704 diamond placard posted.
 - e. Date of Issue: Permit is valid for one year from date of issue.
10. **High-Piled/High-Racked Storage**
 - a. Permit Posted: Permit is clearly posted near the entrance to the occupancy.
 - b. Permitted Quantity is not exceeded: The quantities permitted are not exceeded.
 - c. Controls in Place: Administrative and/or containment controls are in place. Proper storage requirements are provided for the quantity of materials stored. Non-compatible materials shall be properly segregated.
 - d. Date of Issue: Permit is valid for one year from date of issue.
11. **Building Construction Items**
 - a. Fire rated walls and sealant. Inspect all fire rated walls and sealant at the deck.
 - b. Fire Wall penetrations. Inspect all fire rated wall penetrations and sealant of those penetrations.
 - c. Fire curtains or smoke barriers. Inspect any fire curtains or smoke barriers.
 - d. Fire/Smoke Dampers. Inspect all fire/smoke dampers in fire rated walls.

- e. Labeling. Inspect labeling on ceiling grid, which indicates fire, and smoke dampers. (Fire Damper / Smoke Damper)
- f. Fire Rated Doors. Inspect all fire rated doors jambs, doors, smoke seals, and door closures on fire rated doors.
- g. Stage Curtains. Inspect any stage curtains for fire rating.
- h. Exit Signs. Inspect all exit signs and test.
- i. Emergency Lighting. Inspect all emergency lighting and test.
- j. Portable Fire Extinguishers. Inspect all portable fire extinguishers size, location of devices, and for state tag.
- k. Door Hardware. Inspect all door hardware on means of egress. (Panic hardware, thumb latch, locks, etc.)
- l. Fire Lane. Inspect fire lane striping.
- m. Fire Hydrants. Inspect all fire hydrants for color-coding, obstructions, and protective barriers if applicable.
- n. Knox Box. Inspect Knox box placement and place master key and all other emergency keys inside it.
- o. Elevator. Inspect elevator and all operational equipment. Firefighter re-call tested. Must have State Elevator inspection record and certificate posted.
- p. Designated smoking areas. Inspect all designated smoking areas for signage and proper ashtrays.
- q. Boilers. Inspect any boilers and boiler room. Must have State boiler inspection posted.

12. Fire Final/Certificate of Occupancy (C.O.)

- a. Fire Final Inspection: Project is 100% completed. Final inspections for any outstanding items see next section for additional details.
- b. Completed Inspections: All required fire protection inspections completed.
- c. Additional Information: As-built drawings or additional requested material provided.
- d. Certificate of Occupancy Inspection: See next section for inspection details.

Fire Department Final & Certification of Occupancy Fire Inspections

In order to assist the building owners and general contractors in receiving a Certificate of Occupancy for their business, the premises is inspected to identify fire related hazards and conditions. Listed below are the most commonly found fire code violations. The below listed items must be in compliance prior to making an appointment for Fire Department personnel to inspect the facility.

Exterior Features

1. All fire lanes are clear, unobstructed, and striped per City of Rockwall standards.
2. Fire hydrants shall be completed and in working order prior to construction.
3. No accumulation of waste material.
4. Fire Department Connection (FDC) unobstructed with caps in place, and within 100 ft. of a fire hydrant and 50 of fire lane, provided with a 5-foot wide unobstructed pathway from fire lane with an all-weather walking surface.
5. Address on front in 12" numbers and rear in 4" numbers. legible from the street and fire lane.
6. Address listing on electric and gas meters and/or disconnecting means.
7. Knox Box located at the main entrance and/or riser room.

General

8. Storage clearance: unsprinklered 24" to ceiling. sprinklered 18" to sprinkler heads
9. Sprinkler heads clear of paint / overspray
10. All ceiling panels in place
11. Clearance in front of electrical panel (36").
12. Slots in electrical panels must be filled by blanks and all electrical receptacles have cover plates.

13. Occupancy load posted.
14. Fire rated assemblies properly constructed and penetrations sealed.
15. Extension Cord / multiple adapters utilized per code.
16. Abatement of electrical hazards.
17. Mechanical/electrical/boiler rooms free from storage and combustibles.
18. Gasoline stored in proper location / container.
19. General housekeeping and precautions against fire.
20. Wall and ceiling finishes shall be in accordance with the 2006 International Fire Code, for all corridors, rooms and enclosed spaces. Field tests on interior finishes may be required.
21. All required tenant separation wall/demising wall shall be a minimum of 1hr fire rated construction.
22. All fire rated assemblies and fire doors intact.

Exits

23. Accessible means of egress.
24. Exits unlocked.
25. Exits are not blocked
26. Exit lights operational
27. Emergency lighting operational
28. All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key, tool or any special knowledge or effort, or provided with approved panic hardware.

Fire Protection Equipment

29. Portable fire extinguisher serviced within 1 year or manufactured in current calendar year
30. Minimum 2A-10:BC fire extinguishers per 3000 sq. ft, with a maximum travel distance of 75 ft. from any point within the building.
31. Sprinkler system "Green Tagged", in-service and deemed operational.
32. Alarm system "Green Tagged", in-service and deemed operational.
33. Kitchen hood and/or spray booth system "Green Tagged", in-service and deemed operational.
34. Other fire protection systems "Green Tagged", in-service and deemed operational.
35. Approved plans and permits on-site.
36. All devices installed according to plans.
37. Fire protection equipment room(s), riser room, labeled and access provided.
38. Access control system/gates in-service and deemed operational.
39. Arrangement of interior walls and/or drop ceiling shall not interfere with the operation of the fire sprinkler system.
40. Fire doors unblocked/operational.
41. Provide spare sprinklers and wrench in cabinet
42. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final CO inspection.
43. Will any type of special protection system be required? (I.e. ventilation, smoke dampers, fire alarm, fire sprinkler, kitchen hood, storage tank).

E-Trakit Step by Step Process

E-Trakit is a web based program that will allow you to check the results of an inspection, schedule an inspection, or check the status of a submitted permit. All from your computer or lap top in real time.

E-Trakit is simple and easy to use. Follow the steps below.

1. Contact the City of Rockwall at 972-771-7709 to obtain a pin number. Your pin number can be any 4 or more characters/digits.
2. Log on to <http://www.rockwall.com/Etrakit/index.asp>
3. Once your logged in, click on "Contractor Log-in" highlighted in yellow.



Welcome to the City of Rockwall, Tx Online Permitting Web Site

This site provides access to the permit records of Rockwall, Tx as well as general information regarding our office.

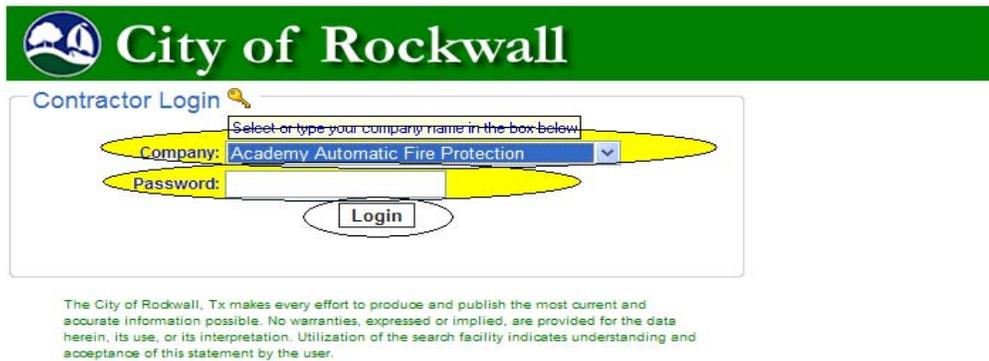
For Parcel information, go to [Rockwall Central Appraisal District](#)

Start by making a selection from below:

PERMITS
PROJECTS
CONTRACTORS
PARCELS
CASE

The City of Rockwall, Tx makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of the search facility indicates understanding and acceptance of this statement by the user.

4. After clicking on "Contractor Log-in" You will need to use the drop down arrow to locate your Company or Organization, then put in your pin number, and click "Login".



City of Rockwall

Contractor Login

Select or type your company name in the box below

Company: Academy Automatic Fire Protection

Password:

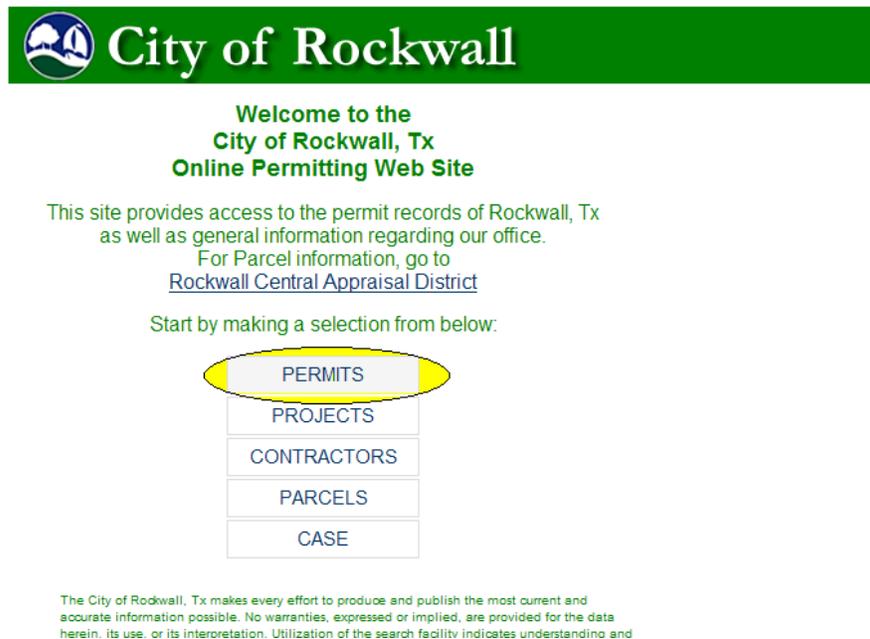
Login

The City of Rockwall, Tx makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of the search facility indicates understanding and acceptance of this statement by the user.

5. Once logged in as a contractor, click on "Permits".

Logged In as:
David Weekley Homes

Logout



City of Rockwall

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City of Rockwall, Tx
Online Permitting Web Site

This site provides access to the permit records of Rockwall, Tx
as well as general information regarding our office.
For Parcel information, go to
[Rockwall Central Appraisal District](#)

Start by making a selection from below:

- PERMITS
- PROJECTS
- CONTRACTORS
- PARCELS
- CASE

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- In permit search you can use the drop down arrows to look up specific permits by permit number, site address, or description. You can also just click on "search" and it will bring up all of your permits.

Logged In as:
City of Rockwall

[Logout](#)



City of Rockwall

Permit Search

Search Field and operator: PERMIT_NO CONTAINS

Search String: Search

Results: Active Permits (your permits only)

PERMITS
PROJECTS
CONTRACTORS
PARCELS
CASE

The City of Rockwall, Tx makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of the search facility indicates understanding and acceptance of this statement by the user.

The City of Rockwall

- When your permit(s) come up, double click on the desired permit number to the left.

Logged In as:
City of Rockwall

[Logout](#)



City of Rockwall

Permit Search

Search Field and operator: PERMIT_NO CONTAINS

Search String: bld2009 Search

Results: Active Permits (your permits only)

(Double-Click Row for Details)

PERMIT_NO	DESCRIPTION	SITE_ADDR	PERMI
BLD2009-0628	Fire Station #3 - Irrigation	191 Quail Run E	COMM

The City of Rockwall, Tx makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data

- When your specific permit comes up it will have all information pertinent to the permit itself. Under “inspections” you can click for details.

City of Rockwall

[Logout](#)

Search

PERMITS

PROJECTS

CONTRACTORS

PARCELS

CASE

Actions

[Inspection Request](#)

City of Rockwall

Permit Search

Search Field and operator: PERMIT_NO CONTAINS Search String: bld2009 Search

Results: Active Permits (your permits only)

(Double-Click Row for Details)

PERMIT_NO	DESCRIPTION	SITE_ADDR	PERMI
BLD2009-0628	Fire Station #3 - Irrigation	191 Quail Run E	COMM

Details - Permit# BLD2009-0628

[Permit Info](#) |
 [Site Info](#) |
 [Contacts \(4\)](#) |
 [Fees \\$35.00](#) |
 [Inspections \(2\)](#) |
 [Reviews \(3\)](#)

Type	Scheduled Date	Result
Irrigation Final **	7/29/2009	DISAPPROVE

- The details will show dates and times of the inspection, who did the inspection, what the results were and why the inspection was either approved or disapproved.

CONTRACTORS

PARCELS

CASE

Actions

[Inspection Request](#)

City of Rockwall

Permit Search

Search Field and operator: PERMIT_NO CONTAINS Search String: bld2009 Search

Results: Active Permits (your permits only)

(Double-Click Row for Details)

PERMIT_NO	DESCRIPTION	SITE_ADDR	PERMI
BLD2009-0628	Fire Station #3 - Irrigation	191 Quail Run E	COMM

Details - Permit# BLD2009-0628

[Permit Info](#) |
 [Site Info](#) |
 [Contacts \(4\)](#) |
 [Fees \\$35.00](#) |
 [Inspections \(2\)](#) |
 [Reviews \(5\)](#)

Type	Scheduled Date	Result
Irrigation Final **	7/29/2009	DISAPPROVE

Inspector: Eugene Welischar

Scheduled Time: 9:15 AM

Completed Date: 7/29/2009

Completed Time: 9:45 AM

Notes: (7/29/2009 10:34 AM EW) no lirrigator on site

Remarks:

- When all items have been corrected and your ready for your re-inspection click on the “inspection request” tab on the left side of the page.

- Use the drop down arrow next to “inspection type” to choose which inspection you need, then click on “add inspection”. This will bring the inspection up and allow you to choose the date and time you want the inspection. When all information is complete and you’ve entered an e-mail address, click on the submit button. If you need more than one inspection on the same permit use step 11 until all your inspections are scheduled. If you need to schedule an inspection for another permit go back and click on the search result tab at the top of the page and start back at step 7.

- If you have any issues, concerns, or suggestions please feel free to contact the City of Rockwall at 972-771-7709.

Building Permit Contacts

Building Department

Rick Sherer	Department Supervisor	972-772-6337	rsherer@rockwall.com
John Shannon	Sr. Building Inspector	972-772-6481	jshannon@rockwall.com
John Ankrum	Plans Examiner	972-772-6774	jankrum@rockwall.com

Building Inspectors

Larry Daniels	Residential Inspector	972-772-6472	ldaniels@rockwall.com
Eugene Welischar	Commercial Inspector	972-772-6435	ewelischar@rockwall.com
Masis Markarian	Residential Inspector	972-772-6434	mmarkarian@rockwall.com

Health Inspector

Kelly Kirkpatrick	Food Service/ Pools	214-202-1202	kbfss@aol.com
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Building Department Administrative Staff

Brenda Crane		972-771-7709	bcrane@rockwall.com
Vicky Morton		972-771-7709	vmorton@rockwall.com
Building Department Main Office		972-771-7709	www.rockwall.com
	Fax Number	972-771-7748	
Building Inspection Request Number		972-771-7760	
E-TrakIT Link			http://www.rockwall.com/ETrakIT/index.asp

Fire Marshal's Office

Ariana Hargrove	Fire Marshal	972-772-6431	ahargrove@rockwall.com
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Fire Inspectors

Billy Termin	Fire Inspector	972-772-6430	btermin@rockwall.com
Bryan Patrick	Fire Inspector	972-772-6423	bpatrik@rockwall.com

Fire Department Administrative Staff

Marcie Beaty		972-772-6429	mibeaty@rockwall.com
Cindy Kindred		972-772-6427	ckindred@rockwall.com
Fire Department Main Office		972-771-7770	www.rockwall.com
	Fax Number	972-771-7772	
Fire Inspection Request Number		972-771-7774	
E-TrakIT Link			http://www.rockwall.com/ETrakIT/index.asp
(Fire Department Inspection cannot be scheduled on E-TrakIT at this time)			

Additional Permits

Food Service Establishments

To ensure the practice of safe techniques for the storage, preparation, display and service of food with the purpose of preventing food borne illnesses the City of Rockwall requires permitting of food service establishments and its supervisory personnel. For more information on the permitting requirements, contact the Code Enforcement Department @ 972-771-7708 or see their website @ [www.rockwall.com/Code Enforcement/](http://www.rockwall.com/Code%20Enforcement/) .

- Food Service Establishment Permit
<http://www.rockwall.com/CodeEnforcement/Documents/Food%20Service%20Establishment%20Permit%20Application.pdf>
- Food Service Manager Permit
<http://www.rockwall.com/CodeEnforcement/Documents/Food%20Service%20Managers%20Application.pdf>

Fire Department Permits

The following is a list of additional permits that may be required by the Fire Department during the Building Permit process. Please contact the Rockwall Fire Department for further information at 972-771-7770 or www.rockwall.com/firedepartment/ .

- Storage Tanks- for the placement of temporary or permanent storage tanks for fuel or chemicals
<http://www.rockwall.com/FireDepartment/Documents/Permits/Special%20Permit%20Application%20-%20Storage%20tanks.pdf>
- Access/Egress Control Doors- for the installation of any device that restricts egress from a building or space.
<http://www.rockwall.com/FireDepartment/Documents/Permits/Special%20Permit%20Application%20-%20Access%20Control%20Doors.pdf>
- Access Control Gates- for the installation of any gate that restricts access to a property.
<http://www.rockwall.com/FireDepartment/Documents/Permits/Special%20Permit%20Application%20-%20Access%20Control%20gates.pdf>
- Fire Alarm Permit- for the installation or modification of a fire alarm or sprinkler monitoring system
<http://www.rockwall.com/FireDepartment/Documents/Permits/Permit%20COR%20Fire%20Protection%20System%20-%20fire%20alarm.pdf>
- Fire Sprinkler Permit –for the installation or modification of a fire sprinkler system
<http://www.rockwall.com/FireDepartment/Documents/Permits/Permit%20COR%20Fire%20Protection%20System%20-%20fire%20spinkler.pdf>
- Haz-Mat Forms- to assist in determining the need for a haz-mat permit
<http://www.rockwall.com/FireDepartment/Documents/Hazardours%20Materials%20Forms-FINAL.pdf>
- Haz-Mat Permit- for the use and storage of hazardous materials
<http://www.rockwall.com/FireDepartment/Documents/Permits/Special%20Permit%20Application%20-%20Hazardous%20Material.pdf>
- High Rack/Pile Storage Permit- for any storage that exceeds 6-feet in height for high-hazard storage or 12-feet in height for all other storage. <http://www.rockwall.com/FireDepartment/Documents/Permits/Permit%20COR%20-High-Piled%20Storage.pdf>
- Wet/Dry Suppression Permit- for the installation of a kitchen suppression system, paint booth suppression, or any other chemical suppress system
<http://www.rockwall.com/FireDepartment/Documents/Permits/Permit%20COR%20Fire%20Protection%20System%20-%20WET-DRY%20suppression%20systems.pdf>

Additional Resources and Documents

The following is a list of additional documents that may be required during the Building Permit process. Please contact the respective City Department for further information.

- 2006 ICC Building Department amendments–
<http://www.rockwall.com/BuildingInspections/Documents/Adopted%20codes%20and%20amendments.pdf>
- 2006 IFC Fire Department amendments – <http://www.rockwall.com/firedepartment/Documents/2006IFCAmendments.pdf>
- Fire Marshal's Office Policies and Guidelines <http://www.rockwall.com/FireDepartment/Documents/FDHandbook.pdf>
- Foundation Inspection Letter
<http://www.rockwall.com/BuildingInspections/Documents/FOUNDATION%20INSPECTION%20ACCEPTANCE.pdf>
- Impact Fees
 - Roadway Impact Fees <http://www.rockwall.com/engineering/Documents/RoadwayImpactFees.pdf>
 - Water and Sanitary Sewer Impact Fees
<http://www.rockwall.com/engineering/Documents/WaterSewerImpactFees.pdf>
- Protection Against Termites
<http://www.rockwall.com/BuildingInspections/Documents/Protection%20against%20termites%20form.pdf>
- Sign Ordinance-<http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Ordinance.pdf>
- Sign Permit <http://www.rockwall.com/CodeEnforcement/Documents/Sign%20Permit%20Application.pdf>

Residential Plan-Plan Review Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of the Residential Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		BUILDING FLOOR PLAN: (Provide 3 copies)				
		Total square footage of the finished floor area				
		Rooms				
		<input type="checkbox"/> Dimensions				
		<input type="checkbox"/> Overall room square footage				
		<input type="checkbox"/> Identify room use (kitchen, etc)				
		Windows				
		<input type="checkbox"/> Location and square footage				
		<input type="checkbox"/> Distance from floor to sill plate				
		BUILDING ELEVATIONS: (Provide 3 copies)				
		Exterior grade levels and height from finished floor level to peak of roof				
		Elevation of all sides clearly labeled				
		Location and height of chimneys and rooftop mounted equipment				
		Exterior material and percentage of masonry (This shows the elevations that are identified on the coversheet)				
		STRUCTURAL PLANS & DETAILS: (Provide 3 copies)				
		Details of provisions for narrow wall bracing				
		Details of stairs, handrails & guardrails				
		Locations & dimensions of exterior decks, stairs & canopies				
		Dimensioned floor framing plans & details				
		Dimensioned roof framing plans & details				
		Details & certifications for manufactured trusses & joists				
		Details of bearing wall construction				
		MECHANICAL PLAN: (Provide 3 copies)				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Location of ventilation systems				
		PLUMBING : (Provide 3 copies)				
		Location and size of all plumbing fixtures and drains				
		Location and type of backflow devices (as required)				
		Identify location of proposed and existing water meter(s) with sizes noted				
		Location and elevation information of all water heaters				
		ELECTRICAL PLAN: (Provide 3 copies)				
		Power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated)				
		Lighting floor plan including fixture types and wattage				
		Show panel location				
		Label all rooms and areas on floor plans				
		ADDITIONAL DOCUMENTS REQUIRED: (Provide 1 copy of the following unless noted otherwise)				
		Energy Compliance Reports (and worksheets) Res-check not acceptable				
		Geotechnical Report (Soils Report)				
		Stamped Engineered foundation plan with letter (provide 2 copies)				

*******End of Checklist for Residential *******

Building Plan-Plan Review Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of the Building Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Coversheet Information:				
		Type of Use / Occupancy				
		Square footage per occupancy type				
		Square footage per floor				
		Total square footage of building				
		Design Load Information (i.e. roof, dead)				
		Maximum Occupant Load for:				
		▣ Each Floor				
		▣ Each Occupancy Type				
		▣ Each Tenant Space divided by a Fire Wall or Fire Barrier				
		Allowable Height & Area (Table 503) calculations				
		Proposed Height & Area for each floor				
		Type of Construction (I, II, III, IV or V / A or B)				
		Number of Stories (Existing & Proposed)				
		Valid Street Address				
		Proposed Fire Sprinkler System type				
		Legal Description (Lot, Block, Subdivision)				
		Primary person the city can contact regarding questions about the project and their phone and email address				
		Architect's Name, Email, Address and Phone				
		Engineer's Name, Email, Address and Phone				
		Owner's Name, Email, Address and Phone				
		Each Contractor's Name, Address and Phone				
		List any special Inspections that will be performed by a 3 rd party company (i.e. elevator, tilt wall, steel elements, welding, etc.)				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Description of Work to be performed				
		Plan Number				
		Identify # of bathrooms proposed				
		Identify # of bedrooms proposed				
		If a percentage of masonry is required, identify what percentage of masonry is provided. Show calculations.				
		Certificate of Occupancy Information:				
		▯ Business Name				
		Water Meter Size and Quantity Requested for:				
		▯ Domestic Line(s)				
		▯ Irrigation Line(s)				
		Site Plan Information				
		Must have City stamped approved site plan				
		Life Safety Plan				
		Floor plan prepared to a minimum of 1/16" actual scale (1/8" preferred)				
		Code summary of occupancy, construction type, ratings, allowable areas, control areas, fire ratings, etc.				
		Site address and/or key map of location				
		Show all fire rated and smoke protected barriers/walls/partitions indicating rated openings including doors and dampers				
		Show occupant loads and exit calculations, travel routes, travel distances, and emergency lighting and exit sign locations				
		Indicate all doors proposed to be equipped with panic hardware and any to have access control devices and description of devices (All access control devices shall be permitted separately through the fire department)				
		Indicate type of fire alarm system including system design criteria, panel locations, and detection devices. (Fire Alarm shall be permitted separately through the fire department)				
		Indicate type of fire suppression systems including system design criteria, riser locations, kitchen hood suppression system and FDC location. (Fire Suppression and Kitchen Hood Suppression Systems shall be permitted separately through the fire department)				
		Architectural Information				
		Plans must be stamped and signed by an Architect licensed in Texas				
		Rooms				
		▯ Dimensions				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		▣ Overall room square footage				
		▣ Identify room use (kitchen, etc)				
		▣ Floor layout with proposed equipment (Commercial only)				
		Windows				
		▣ Location and square footage				
		▣ Distance from floor to sill plate				
		Doors				
		▣ Location and width				
		Restrooms				
		▣ Identify ADA requirements are met				
		▣ Identify if provided with windows or artificial ventilation - Mechanical ventilation is required for Commercial applications				
		Occupancies				
		▣ Separation Areas				
		▣ Type of occupancy in room and in adjoining suites				
		Location of means of egress systems & their components (corridors, stairs, doors, etc.)				
		Number and width of exits required & number and width of exits provided				
		Exterior and Interior Lighting and Outlet Locations (if not provided on electrical plan)				
		Exterior and Interior Plumbing Fixture (if not provided on plumbing plan)				
		Locations (water heater, meter, faucets, etc)				
		Wall and Ceiling Material Detail (Flame Retardant Information – Section 803 IBC)				
		Floor Detail				
		Complete door & window schedules with hardware schedule				
		Wall Schedule that identifies walls to be demolished, new/existing, bearing/nonbearing, and different height walls				
		Identify fire barriers and fire walls providing UL Listed assembly details for walls and penetrations				
		Building Elevations				
		Approved building elevations from Planning and Zoning Site Plan Process				
		Structural Plans & Details				
		Plans must be stamped and signed by an Engineer licensed in Texas				
		Details of provisions for lateral bracing				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Type, thickness & rating of floor, roof & structural wall sheathing				
		Details of stairs, handrails & guardrails				
		Locations & dimensions of exterior decks, stairs & canopies				
		Dimensioned floor framing plans & details				
		Dimensioned roof framing plans & details				
		Details & certifications for manufactured trusses & joists				
		Details of bearing wall construction				
		Mechanical Plan				
		Plans must be stamped and signed by a Mechanical Engineer licensed in Texas				
		Location and size of combustion air ducts and/or openings				
		Details and equipment information on product conveying ventilation systems				
		Location of ventilation systems				
		Location and rating of fire dampers in ductwork and other openings				
		Location, size and material of air distribution ducts and exhaust air ducts				
		Details and equipment information on commercial kitchen exhaust hood systems Must be Engineered stamped and sealed.				
		Plumbing / Med Gas Plan				
		Plans must be stamped and signed by a Engineer licensed in Texas				
		Location and size of all plumbing fixtures and drains				
		Drain, waste, and vent sizing isometrics				
		Water pipe and meter sizing calculations				
		Location and type of backflow devices (as required)				
		Location and input rating of all fuel fired appliances				
		Specify size and material of all piping				
		Identify location of proposed and existing water meter(s) with sizes noted				
		Layout and material of hydronic piping systems				
		Boiler, furnace, and fan room layouts				
		Location and elevation information of all water heaters				
		Location and details on grease traps, sand/oil interceptors, ejectors, etc.				
		Layout of roof drainage				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Indicate type and location of backflow prevention devices				
		Indicated location of water fountains				
		Electrical Plan				
		Plans must be stamped and signed by an Electrical Engineer licensed in Texas				
		Power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated)				
		Lighting floor plan including fixture types, wattage , and wiring configuration				
		Show panel location				
		Exit and emergency lighting locations (interior and exterior)				
		Label all rooms and areas on floor plans				
		Fire Resistive Construction Plans & Details				
		Details of fire resistive wall, floor/ceiling & roof/ceiling assemblies				
		Details of fire resistive protection assemblies for structural frame members				
		Details of fire resistive exit corridor & stairway enclosure construction				
		Details of fire resistive shaft enclosure construction				
		Specify materials & reference applicable listing designation for assemblies				
		Details of penetration and through penetration firestop assemblies				
		Additional Documents Required: (Provide 1 copy of the following unless noted otherwise)				
		Asbestos Survey Report, for any demo on commercial structures				
		Energy Compliance Reports (and worksheets) Res-check not acceptable				
		Accessibility (TAS) Review Number (If project costs \$50,000 or more)				
		Geotechnical Report (Soils Report)				
		Stamped Engineered foundation plan with letter (provide 2 copies)				
		Grease Trap (Manufacturer's Information) with plan showing location proposed. Show a detail of the sample well				
		Erosion Control Plan				
		Food Service Requirements				
		Kitchen floor plan and equipment schedule (to include specs on equipment)				
		Plans shall indicate location and type of exhaust hoods				

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Plans shall indicate casters on all equipment located below Type 1 Hoods				
		Plans shall indicate that caster channels are provide for all equipment located below Type 1 Hoods				
		Lighting and interior finish schedule and ventilation equipment schedule				
		Dry storage, cooler/freezer, clean dish /dirty dish and chemical storage shelving footage in linear feet to be provided				
		Location of pest control devices to include electronic bug boxes and air curtains				
		Plumbing flow diagram to show sizing and location of hot water heater and grease trap and plumbing fixtures to be used at hand sinks and three compartment sinks				
		Trash can and dumpster sizing and enclosure location				
		Menu , number of deliveries from vendors per week, and number of meals to be served				
		Provide information on proper cooling of hot foods: technique/equipment				
		Provide samples of required signage (hand washing, consumer advisory etc...)				
		If serving sushi, please provide proper HACCP plan information and parasite destruction information.				

*******End of Checklist for Building*******