

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.