

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.