

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.