



Rockwall County

Development Application Handbook

REVISED: November 26, 2024



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

{This page is intentionally left blank.}



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Contents

Subdivision Application Form	3
Subdivision Application Fees	7
Figure 1: Review Process for all Plat Types.....	8
Subdivision Plat Checklist.....	9
Construction Plan Application Form	12
Construction Plan Application Fees	13
Figure 2: Review Process for Construction Plan Applications	16
Figure 3: Construction and Platting Process.....	17
Site Development Permit Application form	19
Application Form.....	20
Figure 4: Review Process for Site Development Permit Applications	22
911 Addressing Permit Checklist	24
Screening of Certain Nonresidential Use Permit Checklist.....	25
Regulated Land Use Permit Checklist	26
Manufactured Home Park Permit Checklist	27
On-Site Sewage Facility (OSSF) Permit Checklist	29
Culvert, Driveway, and Right-Of-Way Improvement Permit Checklist.....	30
Floodplain development Permit Checklist.....	31
Commercial and Multifamily Building Permit Checklist	32
Construction or Expansion of a Residential Use Notice Checklist	33



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

SUBDIVISION APPLICATION FORM

Subdivision Application Types

- ☐ Preliminary Plat ☐ Final Plat (Standard Process)¹ ☐ Replat ☐ Amending Plat ☐ Plat Vacation
☐ Final Plat (HB 3167 Alternative Process)¹

¹ Refer to [Figure 3](#) to see the difference between the standard and alternative plat process.

Subdivision Name: _____ No. Residential Lots: _____ No. Open Space/HOA Lots: _____

General Property Location (e.g. reference cross streets/roads): _____

Required Documentation

A subdivision application will consist of the documents listed below. The submission of a subdivision application does not constitute the approval of a subdivision application. The Development Coordinator will notify the property owner and their designated representative when the application has passed the “completeness check” process (refer to [Figure 1: Review Process for all Plat Types](#)). The Development Coordinator will issue initial staff comments after completeness check in accordance with the County’s development review schedule. The County will review and act on a subdivision application within 30-days from the date the application is determined complete.

	No. Copies	Required Documents
☐	1	Application Fee
☐	1	Complete application signed by the property owner and/or the property’s owner designated representative. If owned by a corporation or other entity, provide proof of signatory authority for the individual signing on behalf of the property owner.
☐	3	A 18” x 24” hardcopy of the plat. (FYI – Plat recorded with the County will need to be 18” x 24” mylar)
☐	1	A hardcopy of the certified letter from the water provider and North Texas Municipal Water District (NTMWD) stating that water is available to the subdivision sufficient in quality and quantity to meet minimum state standards.
☐	1	A hardcopy of the certified letter from the wastewater provider (subdivisions proposing to use an on-site sewage facility system (OSSF) must submit an OSSF permit concurrently with a plat application).
☐	3	A 22” x 34” hardcopy set(s) of the preliminary water, wastewater, and drainage plans illustrating buildout conditions.
☐	3	A hardcopy set(s) of a flood study or similar hydrologic impact analysis, including detailed water discharge flow analysis at peak times and average rates, to demonstrate that the development will not flood downstream neighbors and potentially create an unsafe and unhealthy condition.
☐	3	A 22” x 34” hardcopy set(s) of the phasing plan, if proposing to construct a multi-phase subdivision.
☐	1	A copy of the recorded deed of all properties within the subdivision.
☐	1	A narrative describing the purpose of the project, including the anticipated land use and residential lot count, if applicable.
☐	1	A list of street names chosen by the Developer for review by the 911 Addressing Coordinator (required for final plat applications only).
☐	1	A copy of the Homeowners’ or Property Owners’ Association documents when private or gated streets are proposed (required for final plat applications only).
☐	1	A tax certificate from the County confirming all assessed taxes for the property have been paid.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

- ☐ 1 A Preliminary Drainage Plan with the following information, as applicable:
 - The ditch grades, design flow of water, design depth of water and design velocity of water.
 - A plan and profile of all culverts under any street with the design flow of water, headwater and tail water depths and the water velocity.
 - The size of all driveways culverts to carry the design flow of water at each lot in the subdivision when the culvert is installed at the designed ditch grade.
 - Typical ditch sections.
- ☐ 1 A Preliminary Water Plan with the following information, as applicable:
 - The location and size of all proposed water lines in relation to the right-of-way in which the lines are to be located.
 - The location of all appurtenances proposed to be installed.
 - The minimum depth to which the water lines are to be installed.
- ☐ 1 A Preliminary Wastewater Plan with the following information, as applicable:
 - The location of all appurtenances proposed to be installed.
 - The sewer line grades and elevations at all junction points.
- ☐ 1 Receipt from the Development Coordinator showing apportionment of County infrastructure fees have been paid (Note: apportionment fees must be paid prior to Final Plat approval). Refer to page 11 for apportionment details.
- ☐ 1 A hardcopy of the "Letter of Improvement Compliance" issued by the County's Engineering Representative and pertaining to the construction of public improvements (required for final plat applications only).
- ☐ 1 Warranty bond applicable to subdivisions issued a "Letter of Improvement Compliance" (required for final plat applications only).
- ☐ 1 A USB drive containing an electronic (PDF and .kmz) copy of the entire submission. Please note that the USB will not be returned to the Applicant.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Property Information

Site Address: _____

Legal Description: _____ Acres: _____ Lots: _____

Proposed Use of Property: _____

Water Provider: _____ Wastewater Provider: _____

Applicant Information

Property Owner: _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Property Owner Information

Property Owner: _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

- ☐ I, the property owner, will represent the application myself; or
- ☐ I hereby designate _____ (designated representative's name) to act as my agent and the applicant for submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.

Statement of Acknowledgement

I, the applicant/property owner (circle one), _____ (property owner or applicant name) of the proposed subdivision _____ (subdivision name), hereby acknowledge that I have reviewed the Rockwall County Subdivision Regulations, and I am familiar with their contents. I am aware that the County's subdivision regulations outline the construction specifications for on-site septic systems, roads and other site improvement required with the construction of a subdivision, which must be constructed and inspected by the County before a final plat is recorded with the County Clerk (refer to [Figure 3](#)). I also acknowledge that all local streets, collector streets, and cul-de-sacs will be designated as private streets to be maintained by the property owner, homeowners' or property owners' association, or special utility district. Furthermore, I acknowledge that no road or improvement will be accepted for County maintenance without an express Order of the Commissioners Court.

Applicant or Property Owner's Name

Applicant or Property Owner's Signature

Date



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Property Owner Authorization

I hereby certify that I am the owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that Rockwall County is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a public information request.

Property Owner's Name

Property Owner's Signature

Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, a notary public, on this day personally appeared _____ (printed owner's name)
the undersigned, who under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this
application; that all information submitted herein is true and correct."

Property Owner's Signature

Subscribed and sworn to before me, this _____ day of _____, 20____.

Notary Signature

Notary Seal

FOR OFFICE USE ONLY

Permit No: _____

Received by: _____

Complete Application: Yes No

Tentative Court Date: _____

SUBDIVISION PLAT APPLICATION



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

SUBDIVISION APPLICATION FEES

The County has established the following fees to defray all costs associated with, but not limited to the review, inspection, and maintenance of all plats and documents associated with the development of a subdivision or any part thereof. The Rockwall Commissioners Court approved the fee schedule and may amend it in the future. When the plat is ready to be recorded with the County, the County Clerk will assess a separate filing fee.

Preliminary Plat	\$500.00 + \$400.00 per lot for lots 1.5 acres or larger \$500.00 + \$225.00 per lot for lots larger than .75 acres but less than 1.5 acres \$500.00 + \$150.00 per lot for lots .75 acres or smaller
Final Plat (Standard Process)¹	\$500.00 + \$100.00 per lot for lots 1.5 acres or larger \$500.00 + \$75.00 per lot for lots larger than .75 acres but less than 1.5 acres \$500.00 + \$50.00 per lot for lots .75 acres or smaller
Final Plat (HB 3167 Alternative Process)¹	\$500.00 + \$100.00 per lot for lots 1.5 acres or larger \$500.00 + \$75.00 per lot for lots larger than .75 acres but less than 1.5 acres \$500.00 + \$50.00 per lot for lots .75 acres or smaller
Replat and Amending Plat	\$200.00 + \$20.00 per lot
Plat Vacation	\$500.00

¹ Refer to [Figure 3](#) to see the difference between the standard and alternative plat process.

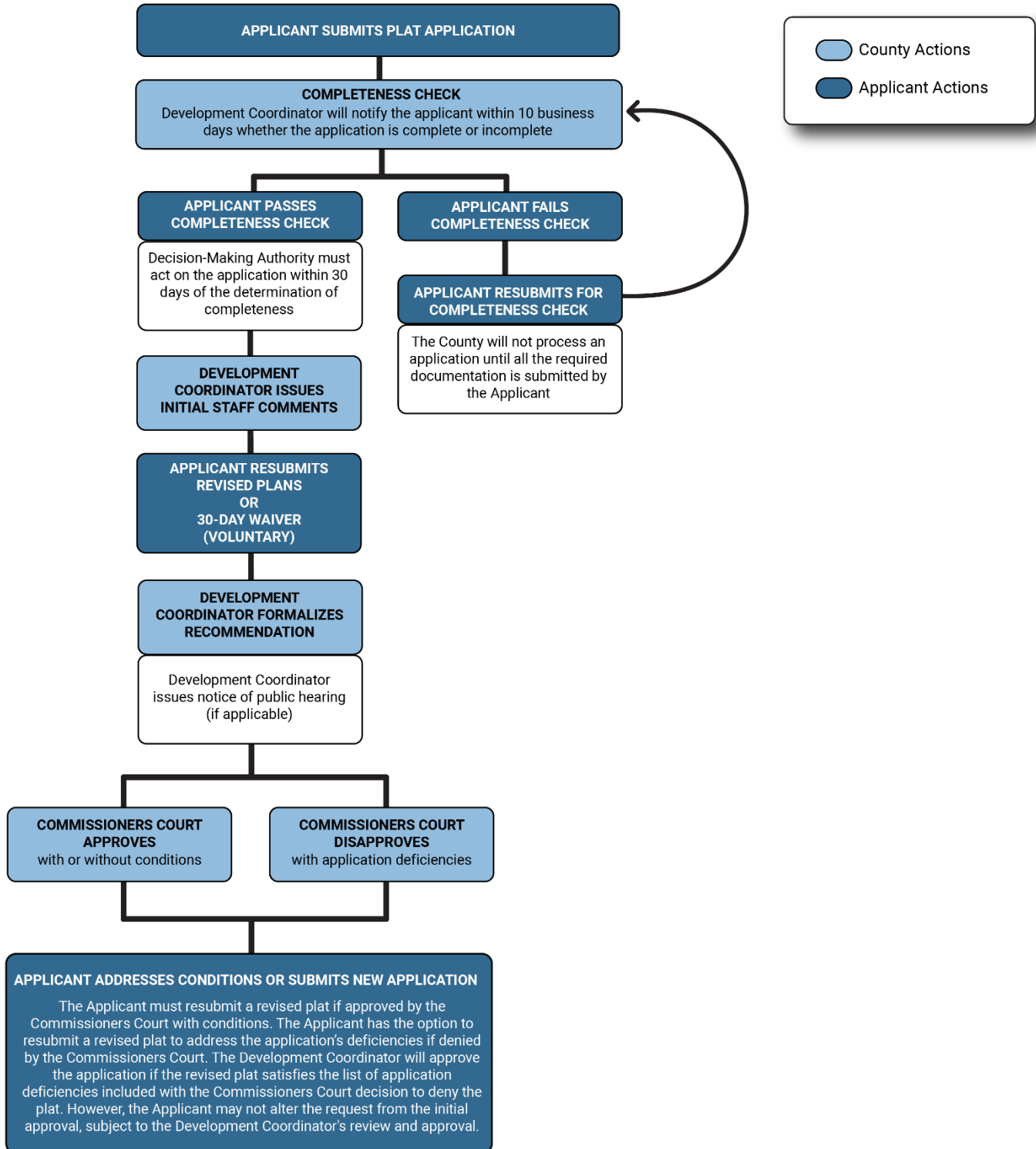
Subdivisions submitted for approval in portions or phases shall pay fees for each portion or phase as each phase is submitted for review.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

FIGURE 1: REVIEW PROCESS FOR ALL PLAT TYPES





Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

SUBDIVISION PLAT CHECKLIST

A subdivision plat will accurately show the following information on all applicable plat sheets:

- ☐ The name, address, and telephone number of the property owner, developer, surveyor and engineer.
- ☐ The name of the subdivision and the number of lots and blocks arranged in systematic order, clearly shown in the title block, and on the plat.
- ☐ The size of each lot in square feet and acres.
- ☐ The name and dimension of all proposed and existing roads within the subdivision.
- ☐ The location of building setbacks on each lot.
- ☐ The date the surveyor prepared the plat.
- ☐ A north arrow and the scale of the plat.
- ☐ A location or vicinity map showing the location of the proposed subdivision within the County.
- ☐ The location of existing and proposed property lines with bearings and distances to accurately locate the property.
- ☐ The accurate location, material, and size of all monuments and benchmarks of the proposed subdivision.
- ☐ The location and width of existing or proposed easements within the subdivision.
- ☐ The name of adjacent subdivisions and roads. Where there are no adjacent subdivisions, the preliminary plat shall show:
 - _____ The name of the adjacent property owner(s) with the corresponding acreage and property deed information.
 - _____ The location and distance to the nearest road(s) that the proposed subdivision will connect to in the area.
- ☐ The location of FEMA designated floodway(s) if the subdivision is in or adjacent to a floodplain.
- ☐ The owner's and surveyor's certification and dedication statement with a designated notary block for each signature block.
- ☐ A plat containing a gated or private street shall include the following notes:
 - _____ *"Rockwall County shall not be responsible for maintenance of private streets, drives, emergency access easements, recreation areas and open spaces, and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas and open spaces and said owners agree to indemnify and hold harmless Rockwall County from all claims, damages, and losses arising out of or resulting from performance of the obligations of said owners set forth in this paragraph."*



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

SUBDIVISION PLAT CHECKLIST

— The title block for a private street subdivision shall include the following wording on top of the subdivision name, *"Private Street Subdivision"* to clearly indicate private maintenance of internal subdivision streets.

— A plat proposing an on-site sewage facility (OSSF) shall include the following note: *"A private on-site sewage facility permit shall be obtained by the Rockwall County Development Coordinator for each lot within the subdivision prior to the installation of an OSSF system."*

☐ A plat proposing drainage or roadway improvements shall include the following notes, as applicable:

— *"Blocking the flow of water, constructing improvements in drainage easements, areas of natural stream flow or areas with specific drainage design and filling or obstruction of the floodway is prohibited."*

— *"The existing creeks or drainage channels traversing along or across the subdivided tracts will remain as open channels and will be maintained by the individual owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across said lots."*

— *"Rockwall County will not be responsible for any property damage, property loss, personal injury or loss of life or property occasioned by flooding or flooding conditions."*

— *"All culverts within any right-of-way shall meet minimum County standards and require County right-of-way permit approval."*

— *"No road, street, or public improvement dedicated by this plat shall be maintained by Rockwall County in the absence of an express Order of the Commissioners Court, entered of record in the minutes of the Commissioners Court of Rockwall County, specifically identifying any such road, street, or public improvement and specifically accepting such for County maintenance."*

— *"All cul-de-sacs, local streets, and collector streets shall be privately maintained by either the property owner, a Homeowner's or Property Owner's Association, or a utility district."*

— *"Easements: Any public utility, including the County, shall have the right to remove and keep clear all or part of any building, fences, trees, overgrown shrubs or improvements that in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easement or right-of-way shown on the plat (or filed by separate instrument that is associated with said property); and any public utility, including the County, shall have the right at all times an ingress and egress to and from upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone. Property owners shall maintain easements. The County can remove trees or any other improvement(s) and does not have the responsibility to replace them."*

☐ A plat dedicating a sight visibility easement shall include the following note:

— *"Sight Visibility Restriction: No structure, object, or plan of any type may obstruct vision from a height of twenty-four (24) inches to a height of ten (10) feet above the top of the curb or edge of pavement, including, but not limited to buildings, fences, walks, signs, trees, shrubs, cars, trucks, etc., within the sight visibility easement."*



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Apportionment of County Infrastructure Costs ([TLGC Section 232.110](#))

- The County requires, including under an agreement under Chapter 242, as a condition of approval for a property development project that the developer bear a portion of the costs of County Infrastructure improvements by the making of dedications, the payment of fees, or the payment of construction costs.

For the purposes of determining the developer's portion of the costs of County infrastructure improvements, County infrastructure improvements shall include:

1. Schools;
 2. Roads;
 3. ESC/EMT (Ambulance) ;
 4. Fire;
 5. Police;
 6. Water;
 7. Sewer;
 8. Broadband;
 9. Electric;
 10. Natural Gas;
 11. Open Space;
 12. Drainage;
 13. Animal Control;
 14. Dispatch/911/GIS Services;
 15. Trash/Refuse; and
 16. Radio Communications.
- Apportionment fees must be paid prior to Final Plat approval



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

CONSTRUCTION PLAN APPLICATION FORM

Subdivision Information

Subdivision Name: _____ No. Residential Lots: _____ No. Open Space/HOA Lots: _____

General Property Location (e.g. reference cross streets/roads): _____

Has a preliminary plat application for this subdivision been approved by the Commissioners Court?

(circle one) Yes No Associated Plat Application No. _____

Required Documentation

A construction plan application will consist of the documents listed below. The submission of a construction plan application does not constitute the approval of a construction plan application. The Development Coordinator will notify the property owner and their designated representative when the application has passed the "completeness check" process (refer to [Figure 2](#)). The Development Coordinator will issue initial staff comments after completeness check in accordance with the County's development review schedule. The County will review and act on a construction plan application within 30-days from the date the application is determined complete.

	No. Copies	Required Document
☐	1	Application Fee
☐	1	Complete application signed by the property owner and/or the property's owner designated representative. If owned by a corporation or other entity, provide proof of signatory authority for the individual signing on behalf of the property owner.
☐	1	A copy of the recorded deed of all properties within the subdivision.
☐	1	A narrative describing the purpose of the project, including the anticipated land use and residential lot count, if applicable.
☐	1	A tax certificate from the County confirming all assessed taxes for the property have been paid.
☐	1	A hardcopy of the certified letter from the water provider and North Texas Municipal Water District (NTMWD) stating that water is available to the subdivision sufficient in quality and quantity to meet minimum state standards.
☐	1	A hardcopy of the certified letter from the wastewater provider (subdivisions proposing to use an on-site sewage facility system (OSSF) must submit an OSSF permit concurrently with a plat application).
☐	1	Approved environmental studies, including a Waters of the U.S. (WOTUS) determination.
☐	1	Site-specific FEMA floodplain map and flood study.
☐	1	Stormwater Pollution Protection Plan (SWP3).
☐	1	Drainage Report, including all hydrologic and hydraulic models, including detailed water discharge flow analysis at peak times and average rates, to demonstrate that the development will not flood downstream neighbors and potentially create an unsafe and unhealthy condition.
☐	1	Traffic Impact Analysis (TIA).
☐	1	Fire protection service plan.
☐	1	Comprehensive Opinion of Probable Construction Costs (OPCC) for all on- and off-site improvements.
☐	1	For projects directly accessing TxDOT thoroughfares, an approved TxDOT access or driveway permit.
☐	1	Wastewater capacity analysis.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

- ☐ 1 Any previous approvals from the Texas Commission on Environmental Quality (TCEQ), as applicable.
- ☐ 3 A 22" x 34" hardcopy sets of construction plans, which is to include the following plan sheets or information, at a minimum:
 - Cover Sheet
 - Previously approved plat sheets, as applicable
 - Phasing Plan, as applicable
 - General Notes
 - Existing Conditions and Demolition Plan(s)
 - Erosion Control Plan(s)
 - Grading Plan(s)
 - Roadway Plan(s), with profiles and details for all proposed rights-of-way
 - Proposed Drainage Area Map(s), with drainage calculations
 - Storm Drain Plan(s), with profiles and details
 - Overall Water Plan, with profiles and details
 - Overall Wastewater Plan, with profiles and details
- ☐ 1 A USB drive with an electronic (PDF and .kmz) copy of the entire submission. Please note that the USB will not be returned to the Applicant.

CONSTRUCTION PLAN APPLICATION FEES

Construction Plan Application	\$100.00 per lot for lots 1.5 acres or larger
	\$75.00 per lot for lots larger than .75 acres but less than 1.5 acres
	\$50.00 per lot for lots .75 acres or smaller

Construction inspection fees must be paid before construction plans are released for construction. Any additional inspection fees must be paid before the associated final plat is recorded with the Rockwall County Clerk.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Property Information

Site Address: _____

Legal Description: _____ Acres: _____ Lots: _____

Proposed Use of Property: _____

Water Provider: _____ Wastewater Provider: _____

Applicant Information

Property Owner: _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Property Owner Information

Property Owner: _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

- ☐ I, the property owner, will represent the application myself; or
- ☐ I hereby designate _____ (designated representative's name) to act as my agent and the applicant for submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.

Statement of Acknowledgement

I, the applicant/property owner (circle one), _____ (property owner or applicant name) of the proposed subdivision _____ (subdivision name), hereby acknowledge that I have reviewed the Rockwall County Subdivision Regulations, and I am familiar with their contents. I am aware that the County's subdivision regulations outline the construction specifications for on-site septic systems, roads and other site improvement required with the construction of a subdivision, which must be constructed and inspected by the County before a final plat is recorded with the County Clerk (refer to [Figure 3](#)). I also acknowledge that all local streets, collector streets, and cul-de-sacs will be designated as private streets to be maintained by the property owner, homeowners' or property owners' association, or special utility district. Furthermore, I acknowledge that no road or improvement will be accepted for County maintenance without an express Order of the Commissioners Court.

Applicant or Property Owner's Name

Applicant or Property Owner's Signature

Date



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Property Owner Authorization

I hereby certify that I am the owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that Rockwall County is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a public information request.

Property Owner's Name

Property Owner's Signature

Date

THE STATE OF TEXAS

COUNTY OF _____

Before me, a notary public, on this day personally appeared _____ (printed owner's name)
the undersigned, who under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this
application; that all information submitted herein is true and correct."

Property Owner's Signature

Subscribed and sworn to before me, this _____ day of _____, 20____.

Notary Signature

Notary Seal

FOR OFFICE USE ONLY

Permit No: _____

Received by: _____

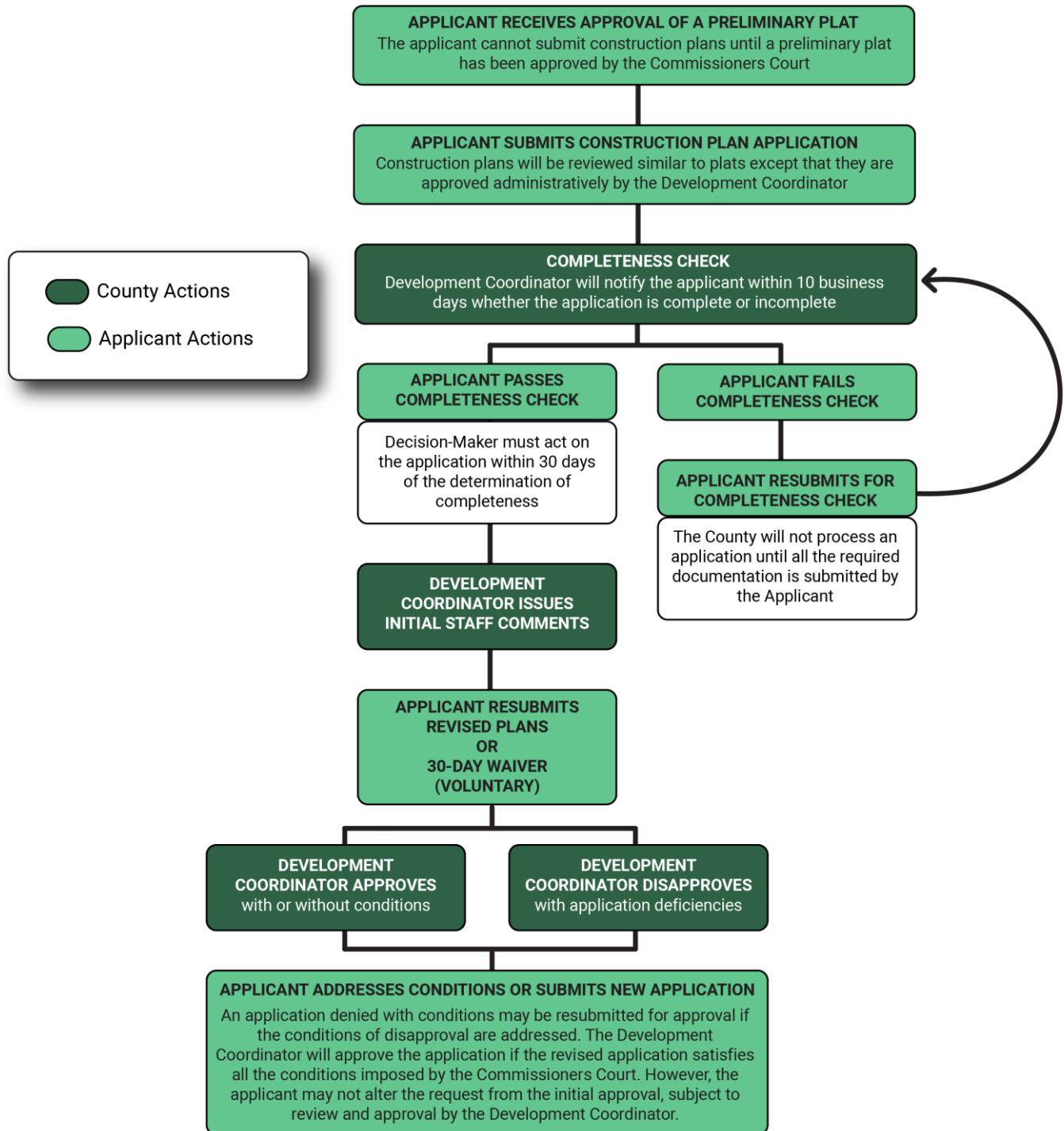
Complete Application: Yes No

Tentative Court Date: _____

CONSTRUCTION PLAN APPLICATION



FIGURE 2: REVIEW PROCESS FOR CONSTRUCTION PLAN APPLICATIONS





Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

FIGURE 3: CONSTRUCTION AND PLATTING PROCESS

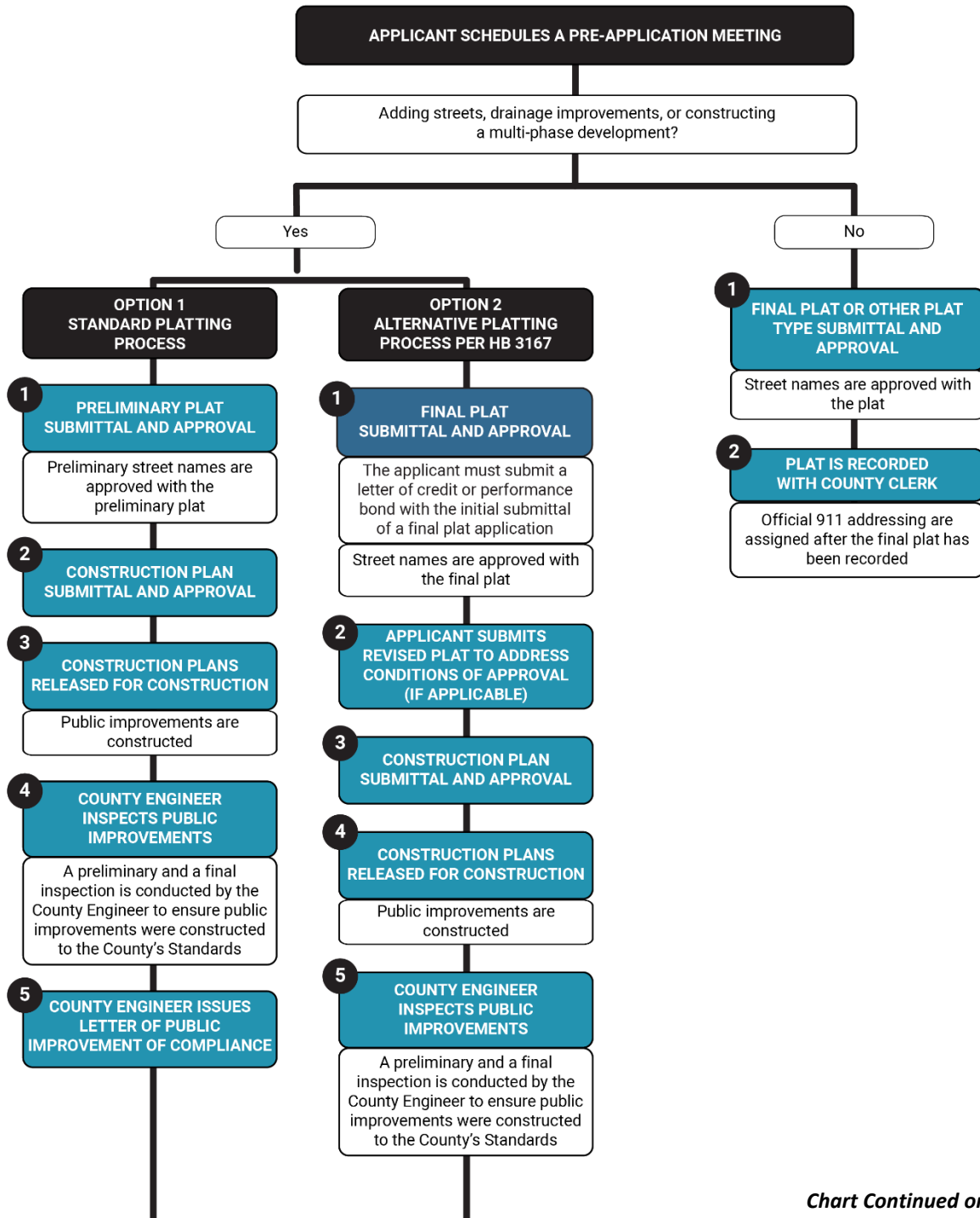


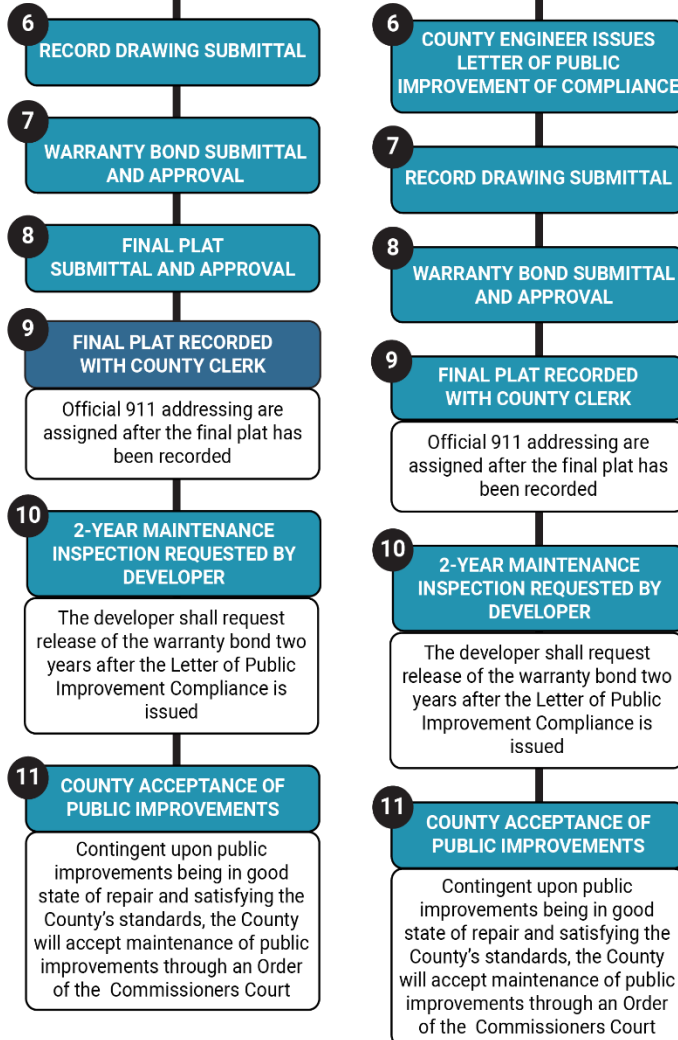
Chart Continued on Next Page



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Chart Continued from the Previous Page





Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

SITE DEVELOPMENT PERMIT APPLICATION FORM

Site Development Permit Types

Site development permits are required for certain land uses, refer to Section 7 of the Rockwall County Subdivision Regulations. The property owner or applicant is recommended to schedule a pre-application meeting to coordinate with the Development Coordinator to determine whether a development permit is required and if the permit should be submitted before, concurrent with, or after the approval of a subdivision plat. The construction or expansion of a residential use notice does not constitute a permit but will serve as a County notice. Refer to [Figure 4](#) to view the typical review procedures for site development permits.

Select one of the following site development permit types:

☐ **911 Addressing Permit**

Official addresses are assigned to each lot created by a subdivision plat by the 911 Addressing Coordinator after a Final Plat has been recorded with the County and with the submittal of a 911 Addressing Permit.

☐ **Screening of Certain Nonresidential Uses Permit**

A permit is required for an Automotive Wrecking and Salvage Yard, Demolition Business, Flea Market, Junkyard, or an Outdoor Resale Business to ensure compliance with the County's screening requirements for such uses.

☐ **Regulated Land Use Permit**

A permit is required for sexually oriented land uses to ensure compliance with the County's location restrictions for such uses.

☐ **Manufactured Home Park Permit**

A permit is required for a Manufactured Home Park to ensure compliance with Manufactured Home Park Requirements required by these Subdivision Regulations.

☐ **On-Site Sewage Facility (OSSF) Permit**

A permit is required for an on-site sewage facility to ensure compliance with the County's On-Site Sewage Facility Rules and Regulations.

☐ **Culvert, Driveway, and County Right-Of-Way Improvement Permit**

A permit is required for any development activity in the County public right-of-way, such as culverts, driveways and utility installations.

☐ **Floodplain Development Permit**

A permit is required for all construction or development within the floodplain or Areas of Special Flood Hazard within jurisdiction of Rockwall County.

☐ **Commercial and Multifamily Building Permit**

A building permit is required for the construction or substantial improvement of a commercial, public, or multifamily building (consisting of four units or more) to ensure compliance with the Rockwall County Fire Code.

☐ **Construction or Expansion of a Residential Use Notice**

Notice is required for new residential construction and expansion.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

APPLICATION FORM

Property Information

Site Address: _____

Legal Description: _____ Acres: _____ Lots: _____

Proposed Use of Property: _____

Water Provider: _____ Wastewater Provider: _____

Will or have you submitted a subdivision plat application for the property associated with this site development permit (circle one)? Yes No Plat Application No. _____

Property Owner Information

Property Owner: _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Floodplain Acknowledgement

Is the property located in the floodplain (circle one)? Yes No

The property owner must read and acknowledge the following statement if the property is in the floodplain.

The floodplain or Areas of Special Flood Hazard identified by FEMA or other flood data used by the County Development Coordinator 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 certification shall not create liability on the part of Rockwall County, the County Development Coordinator or any officer or employee of Rockwall County in the event flooding or flood damage does occur.

Property Owner's Name

Property Owner's Signature

Date

Site Development Permit Application Fees

All Site Development Permits

\$75.00*

(No fee is required for the Construction or Expansion of a Residential Use Notice)

* Additional costs to cover third-party review effort may be required for commercial and multifamily building permits; costs will be provided following submittal of all required documents in accordance with Texas Local Government Code Section 232.901.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

Property Owner Authorization

- ☐ I, the property owner, will represent the application myself; or
- ☐ I hereby designate _____ (designated representative's name) to act as my agent and the applicant for submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.

I hereby certify that I am the owner of the property and certify that the information provided within this application is true and correct. By signing below, I agree that Rockwall County is authorized and permitted to provide information contained within this application, including the email address, to the public and in response to a public information request.

Property Owner's Name

Property Owner's Signature

Date

Statement of Acknowledgement

I, the applicant/property owner (circle one), _____ (property owner or applicant name) of the property located at _____ (property address), hereby acknowledge that I have reviewed Section 7 (Site Development Permits) of the Rockwall County Subdivision Regulations, and I am familiar with their contents.

Applicant or Property Owner's Name

Applicant or Property Owner's Signature

Date



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

THE STATE OF TEXAS
COUNTY OF _____

Before me, a notary public, on this day personally appeared _____ (printed owner's name)
the undersigned, who under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this
application; that all information submitted herein is true and correct."

Property Owner's Signature

Subscribed and sworn to before me, this _____ day of _____, 20____.

Notary Signature

Notary Seal

FOR OFFICE USE ONLY

Permit No: _____

Received by: _____

Complete Application: Yes No

Tentative Court Date: _____

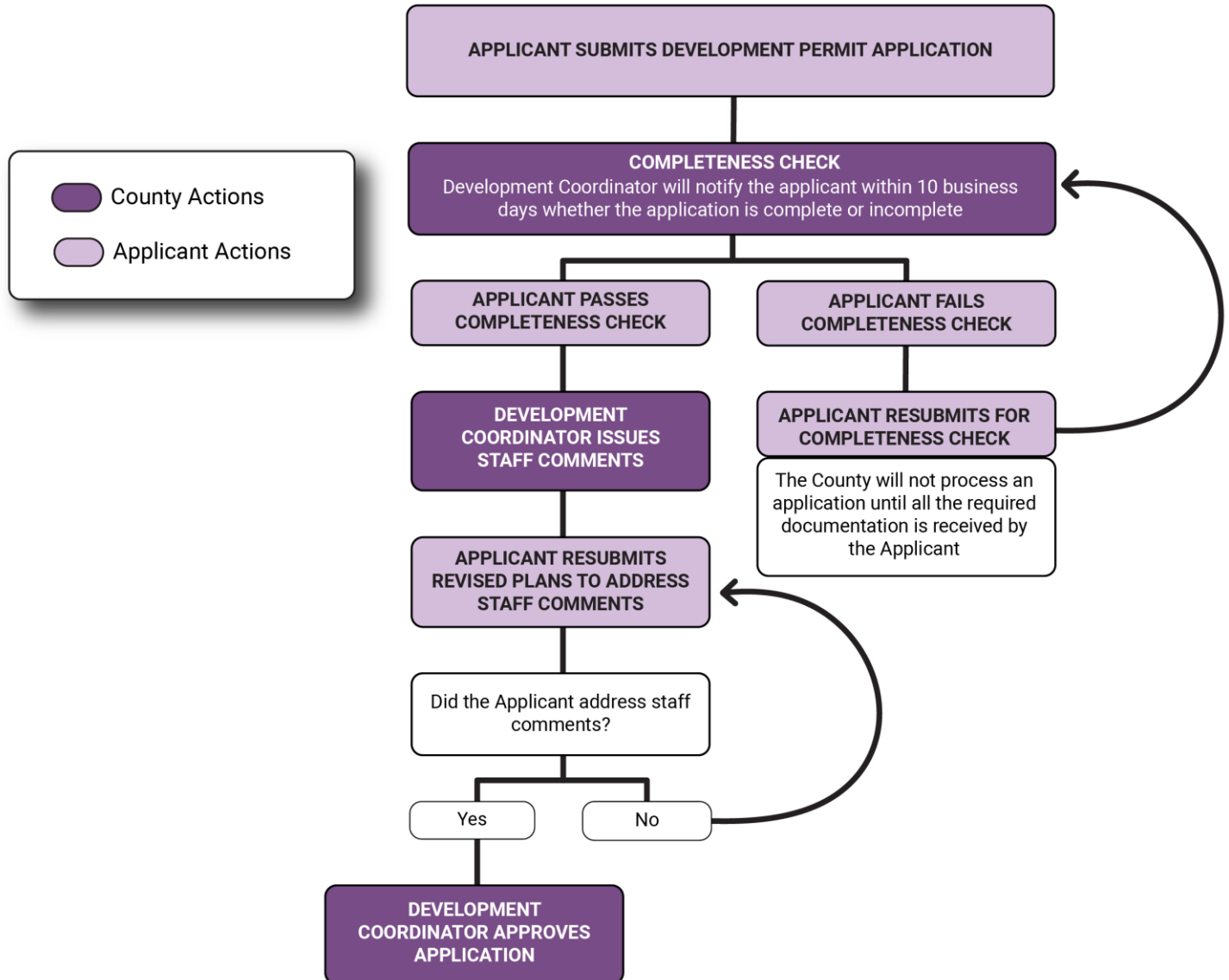
SITE DEVELOPMENT PERMIT APPLICATION



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

FIGURE 4: REVIEW PROCESS FOR SITE DEVELOPMENT PERMIT APPLICATIONS





Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

911 ADDRESSING PERMIT CHECKLIST

- ☐ Site development permit application fee.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative.
- ☐ A copy of the final plat recorded with the County.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

SCREENING OF CERTAIN NONRESIDENTIAL LAND USE PERMIT CHECKLIST

- ☐ Site development permit application fee.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative.
- ☐ A 22"x34" hardcopy of the property survey prepared by a licensed surveyor authorized to practice in the state of Texas showing the following information:

_____ The property boundary with bearings, distances and dimension of each property line.

_____ Existing and proposed structures.

_____ Internal circulation of the development such as fire lanes or accessways.

_____ Include the location and name of adjacent public right-of-way(s).

_____ A call out of existing residential land uses adjacent to the subject property.

_____ The height, material and placement of the proposed screening on the subject property.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

REGULATED LAND USE PERMIT CHECKLIST

A sexually oriented land use must be located at least 1,500 feet from a protected land use, consisting of a child care facility, church, single-family residence, hospital, public park, public building, school, or a building in which alcoholic beverages are sold. If a proposed or existing sexually oriented land use is located further than 1,500 feet from a protected land use, the property owner may submit a letter certifying that the sexually oriented land use complies with the minimum distance requirements instead of submitting a survey to show compliance with the minimum distance requirements. If the Development Coordinator believes that the sexually oriented land use is within 1,500 feet of a protected land use, the Development Coordinator may require the submittal of survey to confirm the distance of a sexually oriented land use from a protected land use.

- ☐ Site development permit application fee.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative.
- ☐ A 22"x34" hardcopy of the property survey prepared by a licensed surveyor authorized to practice in the state of Texas showing the following information:
 - _____ The property boundary with bearings, distances and dimension of each property line.
 - _____ Existing and proposed structures.
 - _____ Internal circulation of the development such as fire lanes or accessways.
 - _____ Include the location and name of adjacent public right-of-way(s).
 - _____ The distance measurement of the sexual oriented land use (from the nearest portion of the building) to the nearest portion of the following land uses:
 - Child Care Facility;
 - Church or Place of Worship;
 - Single-family residence;
 - Hospital;
 - Public Park;
 - Public Building;
 - School; or
 - Building in which any type of alcoholic beverages is sold.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

MANUFACTURED HOME PARK PERMIT CHECKLIST

- ☐ Site development permit application fee.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative.
- ☐ A hardcopy of the certified letter from the water provider.
- ☐ A hardcopy of the certified letter from the wastewater provider (subdivisions proposing to use an on-site sewage facility system (OSSF) must submit an OSSF permit concurrently with a plat application).
- ☐ A 22"x34" hardcopy of the property survey prepared by a licensed surveyor authorized to practice in the state of Texas showing the following information:

____ Name, address and contact information of the surveyor or professional engineer who prepared the plan.

____ Name, address, and contact information of the property owner.

____ Title block on the lower right-hand corner of the survey shall include the following information:

- Community name;
- Labeled as a "Private Street Subdivision,"
- Legal description of the community;
- Acreage;
- Total number of lots; and
- Date the plan was prepared.

____ The following purpose statement shall be provided in the notes section: "A manufactured home park must provide the minimum infrastructure standards required by the Rockwall County Subdivision and Land Development Regulations but is not required to plat."

____ The property boundary with bearings, distances and dimension of each property line.

____ Existing and proposed structures.

____ Existing and proposed utility easements.

____ Proposed fire access.

____ The name of adjacent public right-of-way(s) used as the primary access into the manufactured home park.

____ Location of the 100 year floodplain based on current FEMA FIRM maps and the base flood elevation, if applicable.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

- ☐ A 22" x 34" infrastructure development plan set including roadway plan, drainage plan, water plan and a wastewater plan to show existing and proposed site and utility improvements to service the manufactured home park. The infrastructure development plans will provide the following information on the corresponding plan sheets:

_____ The size of each lot in square feet and acres (each lot using a septic system must have a minimum 1.5 acres).

_____ Show the location of existing and proposed drainage structures.

_____ Show proposed and existing pavement associated with access and internal street circulation.

_____ Show proposed parking spaces.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

ON-SITE SEWAGE FACILITY (OSSF) PERMIT CHECKLIST

- ☐ Site development permit application fee.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative.
- ☐ Appropriate information, as determined by the Development Coordinator, to prove compliance with all applicable OSSF regulations.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

CULVERT, DRIVEWAY, AND RIGHT-OF-WAY IMPROVEMENT PERMIT CHECKLIST

- ☐ Site development permit application fee.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative.
- ☐ A brief letter stating the work or improvements being performed within the public right-of-way.
- ☐ A 22"x34" hardcopy of the property survey prepared by a licensed surveyor authorized to practice in the state of Texas showing the following information:
 - _____ The entire length and width of the right-of-way boundary in which the work will be performed.
 - _____ Existing pavement section.
 - _____ Existing and proposed utilities within the right-of-way.
 - _____ Existing and proposed culvert or drainage improvements (Be advised: culverts must be made of tin or concrete / no plastic or pvc allowed. Culverts must be approved by Rockwall County Road and Bridge Department and/or the Texas Department of Transportation, depending on the right-of-way authority).



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

FLOODPLAIN DEVELOPMENT PERMIT CHECKLIST

- ☐ Site development permit application fee.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative.
- ☐ A brief letter stating the work or improvements being performed within the designated floodplain.
- ☐ A 22"x34" hardcopy of the site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- ☐ A 22"x34" hardcopy of the development plans, drawn to scale, and specifications, including where applicable details for anchoring structures, proposed elevation of lowest floor (including basement, if applicable), types of water-resistant materials used below the first floor, details of flood proofing of utilities located below the first floor and details of enclosures below the first floor, as applicable.
- ☐ A 22"x34" hardcopy of plans showing the extent of watercourse relocation and/or landform alterations, with the top of new fill elevation specified.
- ☐ A hardcopy of a flood study demonstrating that the development will not flood downstream neighbors and potentially create an unsafe and unhealthy condition



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

COMMERCIAL AND MULTIFAMILY BUILDING PERMIT CHECKLIST

- ☐ Site development permit application fee.
- ☐ Complete site development permit application (starting on page 20) signed by the property owner or their designated representative.
- ☐ A brief letter stating the proposed land use and certifying compliance with the Rockwall County Fire Code.
- ☐ A copy of the recorded deed.
- ☐ One (1) 22"x34" hardcopy, and an electronic copy of the property survey prepared by a licensed surveyor authorized to practice in the state of Texas showing the following information:
 - ____ Name, address and contact information of the surveyor or professional engineer who prepared the plan.
 - ____ Name, address, and contact information of the property owner.
 - ____ Location of any OSSF, including the accurate and complete disposal area.
 - ____ Title block on the lower right-hand corner of the survey shall include the following information:
 - Legal description of the lot;
 - Acreage;
 - Total number of lots; and
 - Date the plan was prepared.
 - The property boundary with bearings, distances, and dimension of each property line.
 - Existing and proposed structures.
 - Existing and proposed utility easements.
 - The name existing and proposed public right-of-way(s).
 - Location of the 100 year floodplain based on current FEMA FIRM maps and the base flood elevation, if applicable.
 - The size of each lot in square feet and acres (each lot using a septic system must have a minimum 1.5 acres).
- ☐ ____ Fire district approval letter.
- ☐ ____ Will-serve letters from utility providers (electric, water, sanitary sewer if not served by OSSF).
- ☐ ____ If platting, Final Plat or Preliminary Plat approval.
- ☐ ____ Site addressing.
- ☐ ____ OSSF design, unless served by centralized sanitary sewer system.
- ☐ ____ Drainage Report, including all hydrologic and hydraulic models, including detailed water discharge flow analysis at peak times and average rates, to demonstrate that the development will not flood downstream neighbors and potentially create an unsafe and unhealthy condition.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

CONSTRUCTION OR EXPANSION OF A RESIDENTIAL USE NOTICE CHECKLIST

New residential construction on a vacant lot will provide notice to the County of a minimum of three (3) inspections, which will be performed during the following stages of construction, as applicable.

- First Inspection: The foundation stage, before the placement of concrete;
- Second Inspection: The framing and mechanical systems stage, before covering with drywall or another interior wall covering; and
- Third Inspection: Upon completion of construction of the residence;

The required inspections will be performed by one of the following professionals:

- A licensed engineer;
- A registered architect;
- A professional inspector licensed by the Texas Real Estate Commission;
- A plumbing inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners;
- A building inspector employed by a political subdivision; or
- An individual certified as a residential combination inspector by the international code council.

New residential construction of an addition to an existing residence will provide notice of inspections during the same construction stages required for new residential construction based on the scope of work of the residential expansion. Inspections will also be performed by a qualified professional as listed above.

- ☐ Site development permit application fee **is not** required.
- ☐ Complete site development permit application signed by the property owner and/or their designated representative, if applicable
- ☐ A copy of the inspection results provided by the professional who performed the inspection during the 1st, 2nd, and 3rd inspections.



Rockwall County

915 Whitmore Drive • Rockwall, Texas 75087 • (972)204-7600 • www.rockwallcountytexas.com

{This page is intentionally left blank.}