



# City of Rowlett

## Regulating/Phased Master Plan Checklist

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

**Project Name:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_

All Regulating/Phased Master Plan applications and associated documents shall be submitted complete and accurate in all detail through the [MyGov](#) portal on the designated [submittal date](#). Should plans be determined to be incomplete, they will be marked with needed changes and returned. **Please note that if after *three* submittals staff determines that significant progress is not being made toward completing plans, a resubmittal and payment of the original submission fee will be required.**

Materials **required with this cover page** for a Regulating/Phased Master Plan application:

- A completed Uniform Development Application (included below);
- A completed Consent Form (included below) either signed by the property owner or accompanied by a signed and notarized letter authorizing the representative to submit the application on behalf of the owner;
- A current Tax Certificate or statement showing that no taxes are due to the City (see [DCAD](#) for Dallas County, or see [RCAD](#) for Rockwall County);
- A copy of the Recorded Deed for the property, and, if owned by a company, signatory authority for the individual signing the application;
- A written response to staff's comments (if resubmitting).

This checklist is provided to assist in addressing the minimum requirements for a Regulating/Phased Master Plan application. Indicate all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.**



# UNIFORM DEVELOPMENT APPLICATION

APPLICATION INFORMATION			
Project Name:		Total Acreage:	
Nearest Cross Streets:		Appraisal District County:	
Address:		Appraisal District Number/Parcel ID:	
City:	State:	Zip:	Current Zoning Designation(s):
Subdivision/Addition Name:		Block:	
		Lot(s):	
Please provide a brief description of the proposed request/use:			
TYPE OF REQUEST		FEE	TOTAL DUE
<b>ROWLETT DEVELOPMENT CODE (RDC)</b>			
1.	<input type="checkbox"/> Rezoning (RDC or Form Based Code)	\$1,250.00	
2.	<input type="checkbox"/> Planned Development	\$3,800.00	
3.	<input type="checkbox"/> Special Use Permit (SUP)	\$1,300.00	
4.	<input type="checkbox"/> Board of Adjustment/Variance Request—Commercial	\$500.00	
5.	<input type="checkbox"/> Board of Adjustment/Variance Request—Residential	\$250.00	
6.	<input type="checkbox"/> Site Development Plan (Includes Landscape and Façade Plan)	\$2,250.00	
7.	<input type="checkbox"/> Alternative Landscape Plans	\$300.00	
<b>FORM-BASED CODE (FBC)</b>			
8.	<input type="checkbox"/> Framework Plan	\$1,250.00	
9.	<input type="checkbox"/> Regulating Plan/ Phased Master Plan	\$2,250.00	
10.	<input type="checkbox"/> Development Plan (FBC)	\$2,250.00	
11.	<input type="checkbox"/> Major Warrants (3 or fewer)- Single Family	\$250.00	
12.	<input type="checkbox"/> Minor Warrants-Single Family	No Cost	
13.	<input type="checkbox"/> Minor Warrants-Non-homeowner	\$750.00	
<b>PLATTING</b>			
14.	<input type="checkbox"/> Preliminary Plat	\$1,000.00	
15.	<input type="checkbox"/> Final Plat—includes Minor Subdivisions	\$1,000.00	
16.	<input type="checkbox"/> Final Plat—Single Lot Residential	\$1,000.00	
17.	<input type="checkbox"/> Replat—Non-Residential	\$1,000.00	
18.	<input type="checkbox"/> Replat—Residential	\$1,000.00	
19.	<input type="checkbox"/> Amending Plat	\$1,000.00	
20.	<input type="checkbox"/> Minor Plat	\$1,000.00	
21.	<input type="checkbox"/> Conveyance Plat	\$1,000.00	
22.	<input type="checkbox"/> Vacation Plat	\$1,000.00	
23.	<input type="checkbox"/> Administrative Plat	\$1,000.00	
<b>Field required to be checked if platting</b>			
<b>CIVILS</b>			
24.	<input type="checkbox"/> Civil Plan Review—Residential and Commercial	\$1,000.00 plus \$175 per acre over 1 acre*	
25.	<input type="checkbox"/> Grading Permit	\$500.00	
26.	<input type="checkbox"/> Tree Removal Permit	\$265.00	
<b>Please note that first acre is included, acreage will be rounded to nearest whole number</b>			
<b>CURRENT PROPERTY OWNER</b>			
Name:		Company:	
Street:		Phone:	Fax:
City:	State:	Zip:	Email:
<b>APPLICANT/CONTRACT PURCHASER</b>			
Name:		Company:	
Street:		Phone:	Fax:
City:	State:	Zip:	Email:
<b>AGENT/REPRESENTATIVE</b>			
Name:		Company:	
Street:		Phone:	Fax:
City:	State:	Zip:	Email:



# City of Rowlett Consent Form

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

**Project Name** \_\_\_\_\_ **Submittal Date** \_\_\_\_\_

I hereby give CONSENT to \_\_\_\_\_(type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Rowlett, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

### Property Owner Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Agent/Representative Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Notary Public Information

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_(name of person acknowledging). He/she is personally known to me or has produced (type of identification) \_\_\_\_\_ as identification and did/did not take an oath (circle correct response).

\_\_\_\_\_  
Name (type, stamp, or print clearly)

\_\_\_\_\_  
Signature

**Notary's Seal or Stamp** \_\_\_\_\_

**EXHIBIT A – STATEMENT OF INTENT AND PURPOSE**

No.	Included	Item Description
1.	<input type="checkbox"/>	Overview of project goals and objectives.
2.	<input type="checkbox"/>	Detailed description of proposed zoning including an explanation of any specified sub-districts, transition zones, flex space required at grade and other special attributes.
3.	<input type="checkbox"/>	Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations).
4.	<input type="checkbox"/>	<p>Address the approval criteria in Section 77-805 outlined below.</p> <ol style="list-style-type: none"> <li>Whether the proposed rezoning corrects an error or meets the challenge of some changing condition, trend, or fact.</li> <li>Whether the proposed rezoning is consistent with the comprehensive plan and the purposes of this Code stated in Chapter 77-103, Purpose of this Code. NOTE: Outside strategic opportunity areas existing zoning as amended and Guiding Principles from the comprehensive plan shall be considered in decisions about rezoning, subdivision and site design throughout the City.</li> <li>Whether the proposed rezoning will protect or enhance the health, safety, morals, or general welfare of the public.</li> <li>Whether the municipality and other service providers will be able to provide sufficient transportation and utility facilities and services to the subject property, while maintaining sufficient levels of service to existing development. NOTE: The City will determine if a Traffic Impact Analysis (TIA) is required.</li> <li>Whether the proposed rezoning is likely to have significant adverse impacts on the natural environment, including air, water, noise, stormwater management, wildlife, and vegetation.</li> <li>Whether the proposed rezoning will have significant adverse impacts on other property in the vicinity of the subject tract.</li> <li>The suitability of the subject property for the existing zoning classification and proposed zoning classification;</li> <li>Whether there is determined to be an excessive proliferation of the use or similar uses.</li> <li>Whether the proposed rezoning will ensure that future uses on the subject tract will be compatible in scale with uses on other properties in the vicinity of the subject tract.</li> <li>The supply of land in the economically relevant area that is in the use district to be applied by the rezoning or in similar use districts, in relation to the demand for that land.</li> </ol>
5.	<input type="checkbox"/>	A summary describing the proposed development schedule for the project.

**EXHIBIT B – LEGAL DESCRIPTION**

6.	<input type="checkbox"/>	A digital copy of the legal description (metes and bounds) of the area encompassing the zoning request, signed and sealed by a surveyor, with labeling at top of the document indicating Exhibit B.
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**EXHIBIT C – EXISTING SITE CONDITIONS**

7.	<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT C – Existing Site Conditions”, that includes the project name, subdivision name, lots and blocks, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
8.	<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
9.	<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.

10.	<input type="checkbox"/>	Legend, if abbreviations or symbols are used.
11.	<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
12.	<input type="checkbox"/>	The legal description (metes and bounds) of the area within the zoning request shall be included on the exhibit, signed and sealed by a surveyor.
13.	<input type="checkbox"/>	Distances to nearest cross streets.
14.	<input type="checkbox"/>	Total gross and net acreage of existing and requested zoning.
15.	<input type="checkbox"/>	Existing and requested zoning boundary lines indicated by a heavy solid line, intermittent with 2 dash lines, and dimensioned with bearings and distances.
16.	<input type="checkbox"/>	Abstract lines, survey lines, county lines, corporate boundaries are correctly shown and clearly labeled.
17.	<input type="checkbox"/>	Adjacent property within 200 feet - subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning.
18.	<input type="checkbox"/>	Location and width of driveways, streets, roads and other thoroughfares within 200 feet of the property.
19.	<input type="checkbox"/>	Location of existing rights-of-way and easements with filing information.
20.	<input type="checkbox"/>	Location and width of existing thoroughfares, streets, or county roads within and adjacent to the property.
21.	<input type="checkbox"/>	Topography at five-foot contours or less.
22.	<input type="checkbox"/>	Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property.
23.	<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
24.	<input type="checkbox"/>	A note that states, "The development of the site will be in accordance with City of Rowlett development standards."
25.	<input type="checkbox"/>	Existing easements (utility, drainage, visibility and maintenance, etc.).

<b>EXHIBIT D – SITE ANALYSIS</b>		
26.	<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed "EXHIBIT D – Site Analysis", project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
27.	<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
28.	<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated.
29.	<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
30.	<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
31.	<input type="checkbox"/>	Topography at five-foot contours or less, with the high point(s) of the site clearly indicated.
32.	<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks, with those potentially to be incorporated as open space clearly indicated.
33.	<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation.
34.	<input type="checkbox"/>	Lines indicating major wind patterns for summer and winter.
35.	<input type="checkbox"/>	Lines indicating direction of sunlight during summer and winter.
36.	<input type="checkbox"/>	Surrounding existing and future uses on all boundaries are indicated, such as existing neighborhood, commercial areas, vacant land or parks and potential connections to these areas.

37.	<input type="checkbox"/>	Existing easements (utility, drainage, visibility and maintenance, etc.).
38.	<input type="checkbox"/>	Any other information needed to explain opportunities and constraints specific to the site.

<b>EXHIBIT E – FRAMEWORK PLAN</b> <b>(If the property has an existing Framework Plan, please attach it as Exhibit E)</b>		
39.	<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT E – Framework Plan”, project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
40.	<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
41.	<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
42.	<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
43.	<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
44.	<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
45.	<input type="checkbox"/>	Location and proposed boundaries of Form Based Districts in the Form- Based code by area (i.e. New Neighborhood, Urban Village)
46.	<input type="checkbox"/>	A note that states: “The development type boundaries shown on this exhibit are for illustration purposes and do not set the boundary. The boundary is determined at time of final plat.”
47.	<input type="checkbox"/>	Location of any Sub-district areas that would be defined by special development standards, building heights, building types, or land uses.
48.	<input type="checkbox"/>	Location of key public areas or open space, key focal points for landmark features, and required flex-space at grade, if applicable.
49.	<input type="checkbox"/>	Pedestrian Sheds to determine size of community. Each pedestrian shed will be shown as a hollow circle having a radius of 1320 feet. Pedestrian Sheds should be centered on nodes of high activity, public spaces or other community focal points. Sheds may overlap.
50.	<input type="checkbox"/>	Regional Hike and Bike Corridors as shown on the Master Parks Plan within and adjacent to the site are accurately located, named and dimensioned.
51.	<input type="checkbox"/>	Thoroughfares as depicted on the Master Thoroughfare Plan (MTP) within and adjacent to the site are accurately located and named.
52.	<input type="checkbox"/>	Proposed Major thoroughfares and connection points to adjacent properties are dimensioned and labeled.
53.	<input type="checkbox"/>	A note that states: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
54.	<input type="checkbox"/>	Cross sections for all proposed major thoroughfares, in conformance with FBC Standards for street design.
55.	<input type="checkbox"/>	A list of all warrants being requested.
56.	<input type="checkbox"/>	A note that states, “Major Warrants from current development intent statements and regulations not specifically listed for approval as part of this Framework Plan may require a hearing by the Planning and Zoning Commission and approval by City Council during Regulating Plan or Development Plan review.”
57.	<input type="checkbox"/>	A note that states, “This Framework Plan is for illustrative purposes only and subject to change. Significant deviations from this Framework Plan, as determined by the Director of Planning, will require an amendment to the Zoning.”
58.	<input type="checkbox"/>	A Traffic Impact Analysis may be required with all development and zoning applications. Please contact the Engineering Department for further information regarding this requirement at 972-412-6287

59.	<input type="checkbox"/>	Additional information as requested by the City.
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**EXHIBIT F – REGULATING PLAN**

60.	<input type="checkbox"/>	A title block in the lower right corner that includes large, boldly printed “EXHIBIT D – REGULATING PLAN”, project name, subdivision name, lot and block, or survey name, abstract number, Dallas or Rockwall County, submission date, and a log of submittal/revision dates since submitted to the City.
61.	<input type="checkbox"/>	Names, addresses and phone numbers of owner, applicant and surveyor.
62.	<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. ( <i>North shall be oriented to the top or left side of the sheet</i> )
63.	<input type="checkbox"/>	Legend, if abbreviations or symbol are used.
64.	<input type="checkbox"/>	Location/vicinity map showing the location of the proposed zoning. Indicate scale or not to scale (NTS) and provide north arrow.
65.	<input type="checkbox"/>	Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street.
66.	<input type="checkbox"/>	Pedestrian Sheds to determine size of community. Each pedestrian shed will be shown as a circle having a radius of 1320 feet. Pedestrian Sheds should be centered on nodes of high activity, public spaces or other community focal points. Sheds may overlap.
67.	<input type="checkbox"/>	Designation of Form Based Districts and the area they will apply to.
68.	<input type="checkbox"/>	Designation of Building Types in applicable Form Based Districts (i.e. New Neighborhood).
69.	<input type="checkbox"/>	Designation of any areas where flex space is mandatory or required at grade.
70.	<input type="checkbox"/>	Location and designation of any Sub-district areas that would be defined by special development standards, building heights, building types, or land uses.
71.	<input type="checkbox"/>	Designation of locations of landmark features or terminated vistas, as appropriate.
72.	<input type="checkbox"/>	Location and dimensions of all streets, thoroughfares, collectors, local streets, alleys and mews.
73.	<input type="checkbox"/>	Cross sections of each proposed street type conforming to the matrix in the City of Rowlett’s Form Based Code and including pedestrian and cyclist facilities.
74.	<input type="checkbox"/>	Location and dimension of existing and proposed trails.
75.	<input type="checkbox"/>	Labels indicating the length of each block face.
76.	<input type="checkbox"/>	Topography at five-foot contours or less.
77.	<input type="checkbox"/>	Proposed Open Space clearly labeled as a percent of the development area and in square footage.
78.	<input type="checkbox"/>	800-foot buffer rings are shown around all open space areas. This is to ensure buildings are adequately located in regards to open space.
79.	<input type="checkbox"/>	Natural features including tree masses, drainage ways, and creeks.
80.	<input type="checkbox"/>	Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: “No 100-year floodplain exists on the site”.
81.	<input type="checkbox"/>	Proposed reclamation of floodplain area(s), if applicable, with acreage.
82.	<input type="checkbox"/>	A list of all warrants being requested.
83.	<input type="checkbox"/>	A note that states: “The FB District boundary(ies) and thoroughfare alignment(s) shown on this exhibit are for illustration purposes and do not set the boundary. The boundary is determined at time of final plat.”
84.	<input type="checkbox"/>	A note that states, “Major Warrants from current development intent statements and regulations not specifically listed for approval as part of this Regulating Plan may require a

		hearing by the <i>Planning and Zoning Commission</i> and approval by <i>City Council</i> during Development Plan review.”
85.	<input type="checkbox"/>	A note that states, “This Regulating Plan is for illustrative purposes only and subject to change. This Regulating Plan, along with development regulations meets the intent of the City of Rowlett Form Based Code. Deviations from specific standards have been listed and requested as warrants.”
86.	<input type="checkbox"/>	A note that states, “All current development requirements of the City as amended shall be met unless otherwise approved.”
87.	<input type="checkbox"/>	Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements.
88.	<input type="checkbox"/>	A <i>Traffic Impact Analysis</i> is required with all <i>development and zoning applications</i> . Please contact the <i>Engineering Department</i> for further information regarding this requirement at 972-412-6287

Preparer’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_