

# DALLAS DEVELOPMENT GUIDE



Photo by Matt Pasant

SUSTAINABLE DEVELOPMENT & CONSTRUCTION DEPARTMENT  
CITY OF DALLAS

April, 2016

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## PURPOSE

This guide to the Development Review Process provides an *overview* of the entire process, describes what circumstances will trigger a particular review process, and provides flow charts showing the chronological processes that must be completed before proceeding to further reviews. It is not intended to provide every technical detail or requirement of each review that makes up the development review process.

The City of Dallas' policies, standards, and regulations on land use, property development and construction review are designed to help ensure the health, safety, and welfare of its citizens, while protecting the rights and privileges of property owners. The development review process is the City's administrative system to efficiently and consistently enforce these policies, standards, and regulations.

The Development Guide addresses as many facets of the development process as possible. The Guide includes sections on Business Development, Property Development, Construction Review, Special Review Processes, and Development Coordination in the City of Dallas, as well as directories for business and property development, fee schedules, ordinances, resolutions, and manuals.

The Guide is not intended to provide technical details or the requirements of each review that makes up the development review process; it is intended to provide an overview of the whole system, while aiding in identifying any potential issues early on in the process.

The Guide examines two types of processes that may be required in order to develop property or build and occupy a building: Land Development and Construction Review. Examples of these processes are the Platting, Zoning processes and the Building Permit and Construction Approval processes.

The number of processes you will need depends on your development plans and the existing circumstances of your property. At the earliest stages of planning your project, you should be aware of which of these steps will be required. You will also need to know where each process should be initiated, what information will be required, who will be involved, what will happen, how long it will take, and how much it will cost.

The Development Guide is intended to provide answers to these and other such questions.

Every effort has been made to ensure accuracy and completeness. To prevent any misunderstanding or problems that may arise from out-of-date information, always contact the appropriate City staff indicated in this guide before beginning any of the development review processes.

## **PERMIT CENTER**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Building Inspection / Permit Center  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.  
Phone: 214.948.4480

### **PURPOSE**

This center has been created in order to simplify the construction and development application and review processes and allow individuals to conduct most of the related transactions at one convenient location. Permits to perform the following types of construction work may be obtained at the Permit Center.

- barricade
- building
- demolition
- electrical
- excavation
- fence
- fire alarm
- fire extinguishing system
- flammable liquids
- landscape and tree removal
- lawn sprinkler
- liquid petroleum
- mechanical
- moving
- paving (sidewalks & drive approaches) & grading
- plumbing
- septic tank
- site plan review
- swimming pools
- tent

The following applications can be submitted at the Permit Center. Professional staff is available for consultation prior to application submittal.

- development impact review- Zoning Staff
- residential adjacency review-Zoning Staff
- subdivision of property-Subdivision Staff
- certificate of occupancy-Zoning Consultation
- food service permit applications-Sanitarian Staff
- water and wastewater permits-Trade Staff

Additional services available include:

- contractor registration
- residential plan review
- plat and addressing information
- zoning verification letter

## **PRE-DEVELOPMENT COORDINATION**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 204  
Building Inspection  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.  
Phone: 214.948.4337

### **PURPOSE**

Pre-Development Coordination services were established to provide project coordination for development projects, troubleshooting, problem solving, and problem intervention in the development processes. Pre-development Meetings are available for any project (other than single family and duplex dwellings) and are recommended during the early stages of project design. The pre-development meeting fee will be applied towards the building permit fees if the building permit application is submitted within 12 months of the meeting. For information about or to schedule a predevelopment meeting contact the Q-Team at 214-948-4337.

Please note: code specialists (Building, Fire, Zoning, Plumbing, Mechanical, Electrical, Health, Arborists) are also available for consultation on a “first come first served” basis in room #118 for zoning and room #105 for all other trades. A Fire Prevention Officer is located in room 204 and can assist in addressing Fire Code related concerns.

### **INFORMATION TO PROVIDE**

A development coordinator will be assigned when you submit your application for a predevelopment meeting and will help you to determine what information you will need, at a minimum you will need to provide a completed predevelopment application and a site plan for the project.

### **WHO MAY BE INVOLVED**

Your development coordinator will help you to determine what agencies and processes you will need to successfully complete your project, but the following list includes many of the most common groups:

City of Dallas- Predevelopment Staff (located at 320 E. Jefferson Blvd.):

- Building Inspection Division: (zoning, building code, arborist/landscaping)
- Real Estate Division
- Subdivision
- Private Development Engineering: (drainage & transportation, water & wastewater)

City of Dallas - Development Staff:

(Please note, City Hall Staff, located at 1500 Marilla St, may not be available for predevelopment meetings and a meeting may need to be arranged directly with the desired department.)

City Attorney Staff	Room 7DN	214.670.3519
Current Planning Division	Room 5BN	214.670.4209
Park and Recreation Department	Room 6FN	214.670.4100
Office of Economic Development	Room 5CS	214.670.1685

City of Dallas – other City Departments:

Street Department	214.670.4491
Public Works	214.948.4645

Utilities: (Please note these utilities are private entities and not part of the City of Dallas Pre-development process, names are provided for informational purpose only)

AT&T	Dallas Area Rapid Transit (DART)
Atmos Gas	Oncor Electric

**COST**

Less than 25,000 square feet	\$250
25,001 to 50,000 square feet	\$500
Greater than 50,000 square feet	\$750

**PRE-DEVELOPMENT APPLICATION**

The application can be found with the hyperlink below and should be used to request the desired consulting staff for a pre-development meeting.

[http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI\\_Pre-Dev\\_Application\\_10-14-2015.pdf](http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI_Pre-Dev_Application_10-14-2015.pdf)

# **Land Development Review Process**

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## **ABANDONMENT/PRIVATE LICENSE**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 203  
Real Estate Division  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Phone: 214.948.4100

### **PURPOSE**

Abandonment or issuance of a private license allows a citizen to purchase or use public right-of-way as part of a development. **Abandonment** is the process where the City agrees to abandon ownership rights to excess City-owned right-of-way at market value to the applicant. A **License** grants the applicant the right to limited use of City-owned right-of-way for a limited period of time for a designated purpose as part of a development. Sometimes, a private license may be more appropriate than abandonment if the applicant's uses are not considered permanent, or if the requested City property is considered necessary, and should remain in public ownership.

### **INFORMATION TO PROVIDE**

- Application letter requesting abandonment or license of abutting City-owned right-of- way.
- Application Fee
- Written concurrence of all persons who own property abutting to the area proposed for Abandonment or License.
- Copies of recorded deeds and/or lease (if tenant) showing current ownership or tenancy of all property abutting to the area proposed for Abandonment or License.
- Plat showing the area requested for Abandonment or License.
- Meets and bounds description of the area to be abandoned or licensed, signed and sealed by a registered licensed surveyor of Texas.
- Appraisal Fee for a street, alley or floodway management area (abandonment only).

Note: All taxes due and owing must be paid prior to scheduling an item for City Council hearing. All code violations must be remediated prior to scheduling for the council agenda.

### **WHO MAY BE INVOLVED**

City of Dallas:

City Attorney's Office  
Dallas Water Utilities  
Economic Development  
Fire Department  
Parks and Recreation

Public Works  
Street Department  
Sanitation Services  
Sustainable Development and Construction  
Trinity Watershed Management

Utilities:

AT&T  
Atmos Energy (gas)  
Dallas Area Rapid Transit (DART)  
Dallas County  
Oncor Electric  
State of Texas  
Time Warner Cable

## **HOW THE ABANDONMENT/PRIVATE LICENSE PROCESS WORKS**

See Appendix IX, Figure 1.

## **TOP 5 REASON ABANDONMENTS/LICENSES ARE NOT APPROVED OR ARE DELAYED**

1. Inadequate Request Letter submitted from appropriate party
2. Field notes missing
3. Deeds of record or in some instances leases and dedicatory information missing
4. Consent letters and/or recorded quitclaim deeds missing
5. Field note revisions not corrected and returned timely

## **HOW LONG IT WILL TAKE**

The Abandonment/Private License process currently averages three months with a complete application.

## **COST**

Application fee for abandonment is \$4,250.00.

Application fee for a license is \$750.00. The application fee is applied towards the first year license fee.

Both applications require an additional \$75.00 recording fee. If the request is approved, there also will be a property purchase price based on market value for the land or license fee based on use and Dallas Central Appraisal District tax assessed land values usually based on market rate for the land. When an appraisal is required on a request for abandonment the minimal appraisal fee is \$2,500 and should be submitted with the application.

## PLATTING PROCESS

### LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 115

Subdivision

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4454 or 214.948.4344

### PURPOSE

The Platting Process for the City of Dallas was established to subdivide, plat, or re-plat land and to prepare infrastructure for development in a comprehensively planned manner. A plat is a legal document by which land is subdivided or combined. It establishes a legal building site and is generally required before a building permit or certificate of occupancy can be issued.

The two major components of the Platting Process are the **Preliminary Plat Approval** and the **Final Plat Approval** processes.

**PRELIMINARY PLAT** means the initial plat proposed by the applicant, which is reviewed by city staff and presented by staff to the city plan commission for consideration. If the commission determines that approval subject to conditions is appropriate, the subdivision administrator ensures that those conditions are met before the plat is finalized for endorsement by the commission chair.

**FINAL PLAT** means a plat that will be signed by the commission chair upon satisfaction of all conditions of approval and all other requirements of this article, and will be effective once it is filed with the county clerk.

A plat is considered a **minor plat** by meeting the following requirements:

- 5 acres or less in size for residential zoning districts (single family, duplex, and townhouse)
- 3 acres or less for all other zoning districts
- No proposed streets or alleys
- Fronts on an approved public or private street
- Requires no new public infrastructure such as streets, water and wastewater, paving, and drainage improvements.

A plat that does not meet the requirements of a minor plat is a **major plat**.

On occasion, **early release** of a building permit may be issued by the Subdivision Coordinator to allow, upon specific stipulations by technical staff that a building permit or foundation permit may be issued after City Plan Commission approval of a preliminary plat, but before approval of a final plat. However, a certificate of occupancy will not be issued until the final plat is approved and recorded, and 15 recorded copies returned to the subdivision section. The Engineering Division of Sustainable Development & Construction may require approval of grading and/or engineering plans prior to signing off an early release request.

### INFORMATION TO PROVIDE

The City of Dallas Platting Process Guidelines are available from staff at 320 E. Jefferson, room 115.

The following section lists different documents required.

## **PRELIMINARY PLAT APPROVAL:**

- Application form completed and signed by the applicant. If the applicant is not the property owner, then a notarized letter of authorization from the property owner is required.
- (NOTE: The potential buyer of property in escrow is not the property owner.)
- 28 copies of the proposed plat, folded according to the Platting Process Guidelines
- 25 - 11x 17" copies of the preliminary plat folded to 8 ½ x 11" for the City Plan Commission
- For residential replats, a certified copy of the original plat must be obtained from the county clerk. (NOTE: This requirement is for replats of areas zoned for single family, townhouse, or duplex land use, or for areas which within the last five years were zoned for single family, townhouse, or duplex use.) **Property that has NEVER been platted is exempt from this requirement.**
- One 8 ½ x 11" clear transparency reduction of the plat
- One 8 ½ x 11" zoning map
- Property zoned to allow more than 2 units per lot is exempt from the residential replat requirements.
- Tree survey
- Fees

The application and checklist can be found with the hyperlink below:

<http://dallascityhall.com/departments/sustainabledevelopment/planning/Pages/Platting.aspx>

**Deadline:** The deadline for submitting the above required items is 4:30 p.m. on the Tuesday three weeks prior to the City Plan Commission (CPC) meeting at which the preliminary plat will be heard.

An approved preliminary plat is effective for one year from the date of Commission action.

## **ENGINEERING PLAN REVIEW**

Site/Grading plan, engineering plans, bonds, and contracts are frequently required in the Platting Process for major plats (e.g. drawings and specifications for paving, storm water drainage, and water and wastewater utilities). These are necessary to assure proper and adequate infrastructure to serve the proposed development. They also help to ensure that street geometrics, storm drainage, and utility provisions required by the development do not and will not create adverse impacts on the property owner and/or on property owners of land adjacent to the proposed development.

## **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 200  
Engineering Division  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.  
Phone: 214.948.4205

See the Dallas Water Utilities Private Development Policies and Procedures for further information. The review of water and wastewater engineering plans can be initiated at the following location:

## **FINAL PLAT APPROVAL**

No final plat application will be accepted until all departments requiring releases have approved the plan and a final plat fee has been paid. (Minor plats require no final plat fees.)

The final plat submitted for the Plan Commission Chairman's signature will be reviewed by the Survey Section to ensure it is the plat originally released by the Survey Section.

All property taxes due for the property being platted must be paid before the final plat is recorded with the appropriate County Clerk.

All final plats submitted will be retained by the county in which the property is located and the City of Dallas.

If additional copies are desired, they must be submitted with the required number of plats.

A final plat approved by the City Plan Commission should be filed in the office of the appropriate county clerk **within (30) thirty days** of the date of the Commission's approval. Failure to record the final plat will result in the Plan Commission's approval becoming **void**.

Failure to return the recorded plats to the Subdivision Section may result in holds being placed on your Building Permits/Certificates of Occupancy or revocation of permits and/or certificates of occupancy.

**Deadline:**

Preliminary plat submittal deadline is 8:00 am to 3:00 pm Wednesday, Thursday; Friday the submittal time is 8:00 am to 12 noon.

See hyperlink below for specific plat submittal calendar:

[http://dallascityhall.com/departments/sustainabledevelopment/planning/DCH%20Documents/2016\\_Plat\\_Submittal\\_Calendar.pdf](http://dallascityhall.com/departments/sustainabledevelopment/planning/DCH%20Documents/2016_Plat_Submittal_Calendar.pdf)

Final plat submittal deadline for the Chairman's signature is 4:30 pm Tuesday the week of the CPC hearing. The final plat will be routed to the Survey Section of the Sustainable Development & Construction/Engineering Division to determine if the plat meets the requirements for recording.

**WHO MAY BE INVOLVED**

City of Dallas:

- Sustainable Development & Construction
- Fire Department
- Parks & Recreation
- Public Works
- Water Utilities
- Street Department

Utilities:

- TXU Electric
- Atmos Energy (Gas)
- Southwestern Bell
- Fiber Optic Cable Companies
- Dallas Area Rapid Transit (DART)
- Dallas Independent School District (DISD)
- U.S. Post Office

## **HOW THE PLATTING PROCESS WORKS**

See Appendix IX, Figure 2.

## **TOP 5 REASONS PRELIMINARY PLATS ARE NOT APPROVED OR ARE DELAYED**

1. Topography lines and recorded easements not shown on the proposed plat.
2. Lot remainders being excluded from the proposed plat have not been determined to be building sites.
3. The property has no frontage on a public or private street.
4. The property is in a Planned Development District and a required development plan has not been submitted.
5. The proposed plat would render a property nonconforming or illegal to the zoning code.

## **HOW LONG IT WILL TAKE**

The City Plan Commission must render a decision on a minor plat or preliminary plat within 30 days of application according to state law. The time to get approval on final plats varies depending on the completeness of information submitted, consultation time between City staff and the property owner, and revisions made by the applicant at its own facilities.

## **COST**

See next page

## SUBDIVISION FEES

THIS FEE SCHEDULE IS SUBJECT TO CHANGE BY ACTION OF THE DALLAS CITY COUNCIL.

Major Plat – more than 5 acres for single-family, duplex & townhouse districts or over 3 acres for all other zoning districts, and/or requiring public infrastructure, and/or existing improvements to remain do not meet all setbacks:

**Preliminary plat, major amending plat, or final plat containing 20 lots or fewer:**

- a. \$1,548 plus \$17 per lot if no lot exceeds 3.0 acres for a preliminary plat.
- b. \$1,548 plus \$17 per lot if no lot exceeds 3.0 acres for a final plat.
- c. \$1,548 plus \$70 per acre if any lot exceeds 3.0 acres for the preliminary plat.
- d. \$1,548 plus \$70 per acre if any lot exceeds 3.0 acres for the final plat.

**Preliminary plat, major amending plat, or final plat containing more than 20 lots:**

- a. \$2,193 plus \$17 per lot if no lot exceeds 3.0 acres for a preliminary plat.
- b. \$2,193 plus \$17 per lot if no lot exceeds 3.0 acres for a final plat.
- c. \$2,193 plus \$70 per acre for each acre if any lot exceeds 3.0 acres for a preliminary plat.
- d. \$2,193 plus \$70 per acre for each acre if any lot exceeds 3.0 acres for a final plat.

Minor plat submitted as a final plat for an area which does not exceed 5.0 acres for single-family, duplex & townhouse districts; or 3.0 acres for all other zoning districts:

**\$2,664 plus \$26 per lot if no lot exceeds 3.0 acres or \$140 per acre if any lot exceeds 3.0 acres.**

**Minor Amending Plat, Certificate of Correction, Vacation of Plat, removal or relocation of building lines:      \$323**

Revised Plat – a submission of a preliminary plat, amending plat, or final plat that has not been recorded and in which the area of the plat has been increased up to 10%:

One half of the fee schedule in effect at the time the revision is submitted.

**The maximum charge is \$19,350 for a preliminary plat and \$19,350 for a final plat.**

**Refund of filing fee:**

**After the posting deadline no refund will be issued.** If the application is withdrawn prior to the application being posted for hearing (Friday afternoon of the week prior to the hearing, or the last work day prior to Friday (if Friday is a holiday)) 35 per cent of the filing fee will be refunded to the applicant.

## **STREET LIGHTING**

### **LOCATION**

Dallas City Hall, 1500 Marilla, Room L1/B/North  
Streets Department, Street Lighting Section  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Phone: 214.670.1229

### **PURPOSE**

Street lighting is installed on City of Dallas streets for the primary purpose of traffic and pedestrian safety. A secondary benefit of street lighting is the security that it provides for residential neighborhoods and motorists who may experience automotive breakdowns while on the street.

If you are constructing a new street within or adjacent to your development, the City's platting regulations require the installation of street lighting at the time of development.

### **INFORMATION TO PROVIDE**

- The type of electrical distribution service for the subdivision (overhead on wood poles or underground, front or rear service)
- Two copies of the plat, if requested
- Estimated starting and completion dates for street construction
- Type of street lighting hardware preferred

### **WHO MAY BE INVOLVED**

TXU Electric

### **HOW THE STREET LIGHTING PROCESS WORKS**

See Appendix IX, Figure 2C.

### **HOW LONG IT WILL TAKE**

The Street Lighting process time is primarily dependent upon the applicant and is done within the platting process when required.

### **COST**

There are no processing fees. Minimum cost for a street light is \$500.00. The average cost is \$1,000 per light.

## **ZONING CHANGE**

### **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 5/B/North

Current Planning Division

Hours: Monday - Friday, 8:00 a.m. – 5:00 p.m. (Applications accepted from 8 a.m. - 4:30 p.m.)

Phone: 214.670.4209

Prior to submitting an application, you may contact Current Planning to schedule a pre-application meeting.

### **PURPOSE**

Zoning is the division of land into districts based on the allowable use of the land. These districts have uniform zoning regulations that provide for permitted uses, height, setbacks, lot size, density, coverage, and floor-area ratio (F.A.R.)

### **INFORMATION TO PROVIDE**

The zoning change application package submittal must include:

- Completed application form
- Fees
- Certification that no taxes are owed on the property to be considered
- Certification that no liens by the City of Dallas are on the property to be considered
- One 8 ½" x 11" current zoning maps showing area boundaries on the property to be considered in red.
- One certified plat showing the boundaries of the area be considered in red or two survey maps showing certified metes and bounds with the commencing point coming off a street intersection.
- If property is not platted or a partial lot is in the request area, a survey map showing certified metes and bounds with the commencing point coming off a street intersection and a clean, typed property description of the requested site is required.
- Statement of proposed land use and justification for zoning change request with identification of surrounding uses.
- Property owner's signature authorizing the zoning change. If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by an officer, partners, or general partner should be provided.
- Traffic Impact Study (if the proposed development will generate more than 1,000 vehicle trips per day). For details on the Traffic Impact Study, the applicant should contact the Engineering Division of the Sustainable Development & Construction at (214) 948-4205.
- If property is in a floodplain or escarpment area, see the Dallas Development Code for additional required information.
- For a specific use permit: 10 full size (24" x 36") site plans, folded, & 1-8.5x11 reduction.
- For Planned Development District: 10 full size (24" x 36") conceptual and /or development plans, folded, & 1-8.5x11 reduction.

### **WHO MAY BE INVOLVED**

City of Dallas:

Aviation  
City Attorney's Office

Public Works  
Park and Recreation

Economic Development  
Housing

Police Department  
Sustainable Development & Construction

**Other Agencies:**

Dallas Area Rapid Transit (DART)

**Independent School Districts:**

Dallas  
Duncanville  
Plano  
Richardson

**HOW THE ZONING CHANGE PROCESS WORKS**

See Appendix IX, Figure 3.

**TOP 5 REASONS ZONING APPLICATIONS ARE NOT ACCEPTED OR ARE DELAYED**

1. Legal description incomplete or certified plat not provided
2. Original signature(s) not provided
3. Multiple revisions to the plans and conditions after submittal
4. Failure to contact the City Plan Commissioner or City Council Member
5. Failure to meet with neighborhood

**HOW LONG IT WILL TAKE**

The time required to process a zoning change application varies depending on the complexity of the case and on any revisions that result from City Plan Commission and/or City Council public hearings, however the average time is 10 - 12 weeks. Due to the annual Council July recess, scheduling will be affected and should be considered prior to submission of an application.

**COST**

See Appendix IIIA.

## **DEVELOPMENT PLAN**

### **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 5/B/North

Current Planning Division

Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m. (Applications accepted from 8 a.m. - 4:30 p.m.)

Phone: 214.670.4209

### **PURPOSE**

When a Planned Development District (PD) is approved with a conceptual plan, a development and/or landscape plan must be approved by the City Plan Commission before the issuance of a building permit. The development and/or landscape plan must comply with the conceptual plan and the conditions of the PD ordinance.

### **INFORMATION TO PROVIDE**

The development plan application submittal must include:

- Completed application form
- Fees
- Statement of request
- Letter of authorization from property owner (if not individual). If ownership is a corporation or partnership, a resolution authorizing the zoning change, signed by an officer, partners, or general partner should be provided.
- 10 full size (24" x36") plans, folded
- One 8 ½ x11" reduction of plan
- One zoning map with PD area outlined in red
- The development plan may be on a single drawing and must clearly indicate:
  - Any proposed public or private streets and alleys
  - Building sites
  - Areas proposed for dedication or reserved as parks, open space, parkways, easements, etc.
  - Points of ingress and egress from existing public streets
  - Accurate survey of the boundaries of the site
  - Topography of the sites with contour intervals of not less than five feet
  - Location of proposed land uses
  - Location of buildings and the minimum distance between buildings and property lines, street and alley rights-of-way, and private streets
  - Arrangement of off-street parking and loading
  - Special traffic regulation facilities proposed or required
- For a landscape plan, show required landscaping with respect to approved or requested development plan.
- Screening, landscaping, and major tree groupings to be retained if this information is essential to the proper arrangement of the development in relation to adjacent property and internal land uses
- Indication of each phase of development, if separate phases are proposed

## **WHO MAY BE INVOLVED**

City of Dallas:

Sustainable Development & Construction Department:  
Current Planning Division  
Engineering Division  
Building Inspection Division

## **HOW THE DEVELOPMENT PLAN PROCESS WORKS**

See Appendix IX, Figure 4.

## **TOP 5 REASONS DEVELOPMENT PLANS ARE NOT ACCEPTED OR ARE DELAYED**

1. Revisions not returned in a timely manner
2. Dimensional controls missing
3. Summary table missing or incorrect
4. Topography lines missing
5. Original signature(s) not provided

## **HOW LONG WILL IT TAKE**

The time required to process a development plan varies depending on the complexity of the PD and the plan, which is required to be approved by the City Plan Commission. The average time is six weeks.

## **COST**

Development Plan Review- \$600

Minor Amendment- \$825

## **BOARD OF ADJUSTMENT VARIANCE OR SPECIAL EXCEPTION**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Building Inspection/ Technical Services Section  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.  
Phone: 214.948.4480

Todd Duerksen, Senior Plans Examiner 214.948.4475

### **PURPOSE**

The Board of Adjustment is a 15-member citizen board, divided into three panels and appointed by City Council to hear and take appropriate action on requests for variances and special exceptions to Development Code regulations. Staff will review these requests and make recommendations to the Board prior to the hearing.

If you wish to appeal the decision of the Building Official regarding Chapter 51 or 51A; if your project needs a special exception as provided in Chapter 51 or 51A or a variance to requirements such as setbacks, lot width or depth, floor area ratios, or height, you may choose to go to the Board of Adjustment.

An applicant must obtain the approval from (75%) seventy-five percent of the five panel members who are considering the application. If four members are present to consider a case, the applicant must obtain a unanimous decision in order to have their case approved. Failure to obtain this approval will render a decision of denial with prejudice (unless stated otherwise by the Board). This prohibits the applicant from resubmitting the same application for two years unless circumstances change significantly.

### **INFORMATION TO PROVIDE FOR VARIANCES OR SPECIAL EXCEPTIONS**

**Incomplete applications will not be scheduled for a Board hearing. Additionally, one copy of each required plan must be submitted on an 8 ½ x 11 inch size.**

- 2 original appeal forms completely filled out and notarized, stating the specific type of relief requested and reason(s) why relief should be granted.
- 2 copies – Affidavit (obtain from Building Inspection). Required only if the owner of the property is not the applicant for the special exception or variance.
- 1 original and 1 copy – Certified Warranty Deed for the subject property (obtain from the County).
- Tax Certificate or proof that taxes have been paid (real & personal) (obtain from the County)
- Lien Certificate or proof showing that there are no liens on the property. Obtain at Dallas City Hall, 2DS.
- 4 copies of the site plan or survey to scale, showing the entire property and all existing and proposed improvements.
- 3 copies of the zoning map (outline property in RED and initial); maps available at 320 E. Jefferson Blvd., room 115.
- 3 copies of the plat map (outline property in RED and initial) maps available at 320 E. Jefferson Blvd., room 115.
- 1 sign affidavit. Sign(s) must be posted on the property for Board of Adjustment cases. One sign is required per each 5 acres (Max of 5 signs @ \$10.00 each).

**The following items may be needed depending on the type of application**

- 4 copies of the elevation plan to scale (show property line and setback required).
- 4 copies of the landscaping plans to scale specifying size and species of all existing and proposed landscaping. Please contact the arborist about your landscape or mitigation plan.
- 4 copies of the tree survey to scale.
- 4 copies of the floor plan to scale.
- 4 copies of a parking analysis to scale showing all uses, the square footage of all the uses and all the parking to be provided and required parking.
- 1 copy of the Building Inspection Permit Application.

**ALL PLANS AND SURVEYS MUST BE DRAWN TO SCALE. ALL FEES MUST BE PAID AT THE TIME AN APPLICATION IS FILED.**

**WHO MAY BE INVOLVED**

City of Dallas:

Sustainable Development & Construction:

- Current Planning Division
- Engineering Division

Attorney's Office

**HOW THE BOARD OF ADJUSTMENT PROCESS WORKS**

See Appendix IX, Figure 5.

**TOP 5 REASONS VARIANCES ARE NOT PROCESSED OR ARE DELAYED**

1. Incomplete application.
2. Missing required documents. (ex. *Original tax certificate warranty deed, etc.*)
3. Incorrect document. (ex. A *copy* of a document that is required to be original or certified)
4. Missing required drawings.
5. Incomplete drawings.

**HOW LONG IT WILL TAKE**

The process averages 7 weeks. The Board of Adjustment does not meet during the month of July

**COST**

Single Family Variance- \$600

Single Family Exception- \$600

Multifamily/Non Residential Variance- \$900 + \$25/acre

Multifamily/Non Residential Exception- \$1,200 + \$25/acre

Landscaping or Tree Migration Exception- \$1,200 + \$25/acre

Variance and Exception to Off-street Parking Requirements- \$900 + \$100/space

Compliance Request for Non-Conforming Use- \$1,000

All Other Non-Sign Appeals- \$900

## TREE SURVEY REVIEW PROCESS

### LOCATION

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Building Inspection Division  
Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.  
Phone: 214.948.4480

Phil Erwin, Chief Arborist	214.948.4117
Allison Headley, Arborist	214.948.4172
Tina Standeford, Arborist	214.948.4484
Clay Walker, Arborist	214.948.4471

### PURPOSE

The Tree Survey Review Process for the City of Dallas was established in May of 1994 to assess the amount of trees that may be impacted by development of property. A tree survey is designed to document the presence of protected trees on property within the City of Dallas.

A protected tree is defined as a tree having a diameter at breast height of eight inches or greater. The following species of trees are not protected regardless of size: *Acer saccharinum* (Silver Maple), *Ailanthus altissima* (Tree of Heaven), *Albizia julibrissen* (Mimosa or Silktree), *Celtis occidentalis/laevigata* (Hackberry or Sugarberry), *Fraxinus velutina* (Arizona Ash), *Maclura pomifera* {female only} (Bois d'Arc or Horseapple), *Melia azedarach* (Chinaberry), *Salix nigra* (Black Willow), *Sabium sebiferum* (Chinese Tallow), and *Ulmus pumila* (Siberian Elm).

A tree survey may be required when applying for a plat, zoning change or building permit. Additionally, a tree survey may be required when grading, demolition or house moving occurs on a lot within the City of Dallas. The survey must be supplied in time to be reviewed prior to any plat, zoning change, or building permit approval. The deadlines are therefore the same as any required for those mentioned above.

### INFORMATION TO PROVIDE

A tree survey must contain the following information:

- Location on the lot
- Diameter at breast height (4.5 feet above ground) in inches
- Name (both common and scientific)
- Date, scale, north point, and the names, addresses, and telephone numbers of each property owner and the person preparing the plan.
- Location of existing boundary lines and dimensions of the lot, the zoning classification of the lot, and the zoning classification of adjacent properties. A vicinity map should also be attached to or made part of the plan.
- Project name, street address, and lot and block description.

All protected trees on the lot must be shown.

The survey **does not** have to be prepared by a registered surveyor, architect, or landscape architect. However, accuracy of survey information is essential to assure the survey provides a fair assessment for the property owner and does not overstate the number of protected trees on the property.

**HOW THE TREE SURVEY REVIEW PROCESS WORKS**

Tree surveys are reviewed by the City of Dallas Arborists. If a tree survey is verified as correct by the arborist, the process is continued. If the survey is incorrect, the responsible arborist will notify the applicant of the necessary changes.

**COST**

There is no fee for the tree survey review process.

## **THOROUGHFARE PLAN AMENDMENT**

### **LOCATION**

Dallas City Hall, 1500 Marilla St., Room L1B -South  
Department of Planning and Urban Design – Mobility Planning  
Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.  
Phone: 214.671.8172

### **PURPOSE**

The Thoroughfare Plan (Ordinance #20860) and Central Business District Streets and Vehicular Circulation Plan (Ordinance #13262) are comprehensive plans for the development of the street system to meet existing and future travel demands, required by Dallas City Code Section 51-9.101. The Thoroughfare Plan sets the minimum roadway standards, functional and dimensional characteristics. The Central Business District Streets and Vehicular Circulation (CBD) Plan classifies future street adjustments, pavement, and operational characteristics of streets within the Central Business District. These plans incorporate official maps delineating thoroughfare routes, classifications/operation, and locations; and provides for a process to amend the Thoroughfare/CBD Plan. Residential streets are not shown.

Construction of a thoroughfare that does not conform to the plan must first receive City Council approval through a Thoroughfare Plan amendment.

### **INFORMATION TO PROVIDE**

- application form
- application fee

See hyperlink below for application and more information:

<http://dallascityhall.com/departments/pnv/transportation-planning/Pages/default.aspx>

### **WHO MAY BE INVOLVED**

City of Dallas:

Dallas Water Utilities  
Fire Department  
Park & Recreation  
Sustainable Development & Construction

Dallas County  
DART  
DISD

### **HOW THE THOROUGHFARE PLAN AMENDMENT PROCESS WORKS**

See Appendix IX, Figure 16.

### **HOW LONG IT WILL TAKE**

The Thoroughfare Plan Amendment process averages 4 months.

### **COST**

\$1,115 per application for area of request up to 1,320 linear feet.

\$0.87 for each linear foot greater than 1,320.

# **Construction Review Process**

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## **BUILDING PERMIT AND SITE PLAN REVIEW PROCESS**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Permit Center/ Building Inspection Division  
Hours: Monday - Friday, 8:00 a.m. to 4:30 p.m.  
Phone: 214.948.4480

### **PURPOSE**

A building permit represents the City’s authorization to begin construction. This permit is issued only after comprehensive review of development and construction plans to check for compliance with City ordinances, policies, regulations and standards for land use, development and construction. A site plan review is completed simultaneously when the permit is for new construction, additions or “changes in use” for other than 1- or 2-family construction. The site plan must show all property lines, structures, parking, landscaping, floor plans, and elevations. The site plan review application may be initially submitted prior to the building permit application; or, the site plan review may be included concurrently with the building permit application process.

If you want to erect, construct, enlarge, add to, alter, repair, replace, move, improve, remove, install, convert, demolish, equip, use, occupy, or maintain a building, structure, or building service equipment, you must follow the Building Permit process.

Please check the Building Inspection website for all of the latest application forms and checklists: <http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/index.aspx>

### **Single Family/Duplex Permits (Residential)**

- Completed building permit application
- Completed checklist
- Applicable plan review and permit fees
- Residential Infill Waiver (New construction only)
- Water and Wastewater Service Application for Installation Services (New Construction Only)
- 2 copies of a site plan (see checklists for details required)
- 2 copies of construction plans (see checklists for details required)

### **Commercial and Multifamily Permits:**

For Building Permit:

- Completed building permit application
- Completed checklist
- Applicable plan review and permit fees
- Two copies of construction plans (architectural, structural, MEPs, based on scope)
- 2 copies of the site plan – remodels do not require site plan (show all property lines, structures, parking, landscaping, floor plans, and elevations); or, one set of stamped approved site plans that have approved within 2 years of building permit application.
- 2 Landscape plans (Applies to new construction, additions of 10,000 or more square feet, 35% of original floor area, any area of added floor, or addition of 2,000 or more of paving)

**Site Plan Review** prior to building permit application:

- 3 copies of site plan (show all property lines, structures, parking, landscaping, floor plans, and elevations)
- 3 copies of landscape plan (Applies to new construction, additions of 10,000 or more square feet, 35% of original floor area, any area of added floor, or addition of 2,000 or more of paving)
- Three copies of exterior elevation plans
- Three copies of floor plans to determine parking requirements (if your project is for a church, theater, dancehall, labor hall, bus terminal, and hazardous occupancies)

Contact the Building Inspection Division, Technical Services Section (214/948-4480) for information required on plans; or, refer to the specific checklist available on the Building Inspection web site.

A Predevelopment Meeting is available for any project (other than single family and duplex dwellings) and is recommended during the early stages of project design and particularly before starting working drawings. The predevelopment meeting fee will be applied towards the building permit fees if the building permit application is submitted within 12 months of the meeting. For information about or to schedule a predevelopment meeting contact the Q-Team at 214-948-4337.

Code specialists (Building, Fire, Zoning, Plumbing, Mechanical, Electrical, Health, Arborists) are available for consultation on a “first come first served” basis.

### **HOW THE BUILDING PERMIT PROCESS WORKS**

See Appendix IX, Figure 6.

### **TOP 5 REASON RESIDENTIAL PLANS ARE NOT APPROVED OR DELAYED**

1. Plans not drawn to a standard scale
2. Copy of filed plat not provided/site plan does not match plat/building location is not a legal building site
3. Missing engineering letter (foundation, engineered trusses, unconventional construction, etc.) when required
4. Building code requirements: Emergency window egress from bedrooms (too small, fixed instead of operable), lack of egress from habitable attic, stair headroom or width, fire hydrant location
5. Missing information on plans (Elevation & floor plan not matching, window/door schedule missing)

### **TOP 5 REASON COMMERCIAL PLANS ARE NOT APPROVED OR DELAYED**

1. Plans not drawn to a standard scale/plans not legible
2. Key plan not provided or incomplete – multi-tenant
3. Floor plans do not show existing conditions - remodel
4. Uses of rooms/spaces not labeled
5. TDLR Accessibility registration number not provided

### **HOW LONG IT WILL TAKE**

The Site Plan Review process averages three weeks. The Building Permit process averages two to three weeks for commercial permits, and two to three days for single family-permits.

### **COST**

See Appendix III.

## **Q-TEAM/EXPRESS PLAN REVIEW PROCESS**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 204  
Q-team/Express Plan Review Team  
Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m.  
Phone: 214.948.4337

### **PURPOSE**

A Q-team/Express Plan Review is an alternative plan review for commercial projects that allow individuals to take advantage of an accelerated plan review process for an additional fee. The Q-team/Express Plan Review will expedite the building permit process from several weeks to a single review session. If the plans meet necessary requirements of respective codes and ordinances, permits may be issued following the review meeting. Please note that certain items such as the legal requirements of a legal building site or special zoning issues may delay the processing of your building permit application. Fire protection issues must also be addressed in addition to public infrastructure requirements such as upgrading / new public water / waste water lines, and fire hydrants as well as storm water drainage system and paving improvements. Sustainable Development & Construction/ Engineering Division determines the public infrastructure requirements. Please be advised that you may not be able to proceed with your construction and obtain construction permits if the public infrastructure needs have not been met.

### **INFORMATION TO PROVIDE**

- Applicable fee
- Completed checklists
- Completed site plan review form
- Q-team/Express pre-qualification review form
- Notice of time issuance form
- Two copies of building plans (paper or electronic, electronic plans have specific file requirements)
- Two landscape plans (if your project is for new commercial or multi-family construction)
- Two copies of civil plans

See hyperlink below for application and more information:

<http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/Q-team.aspx>

### **WHO SHOULD ATTEND REVIEW MEETINGS**

All project consultants are encouraged to attend to make ‘on the spot’ decisions, changes, etc. as required. Contractors and owners are encouraged to but are not required to attend.

### **HOW THE EXPRESS PLAN REVIEW PROCESS WORKS**

See Appendix IX, Figure 7.

### **TOP 5 REASONS EXPRESS PLAN REVIEWS ARE NOT APPROVED OR ARE DELAYED**

1. Need engineering/water approval and/or private development contracts

2. Plans are incomplete and/or need architectural site plan with parking analysis
3. Property is not platted and/or need an early release
4. Project not compliant with zoning ordinance
5. Landscape does not comply with ordinance

**HOW LONG IT WILL TAKE**

Once the plans are logged into the Q-team/Express Plan Review system, a cursory pre-qualification review is conducted by the Q-team/Express Plan Review Team. After the pre-qualification review is completed, the applicant will be contacted and a review meeting will be scheduled, usually within 12 working days. At the conclusion of the Q-Team/Express Plan Review meeting, if no issues are found that would prohibit a permit from being issued, the customer will be able to pay the Q-Team/Express Plan Review fees and obtain their permits.

**HOW MUCH DOES IT COST**

The normal application plan review fees, the permit fees and the Q-team/Express prequalification fee will be due at the time of application submittal. An additional \$1,000.00 per hour for each hour of the actual Q-team/Express plan review will be charged at the end of the plan review before a permit can be issued.

Please see chart below for the additional Q-team/Express charges:

<b>Q-team/Express Plan Review</b>		
Project Area (sq.ft.)	Prequalification Fee \$	Maximum Review Fee \$
10,000 or less	500.00	2,000.00
10,001 to 50,000	750.00	12,500.00
50,001 to 100,000	1,000.00	27,500.00
Greater than 100,000	1,250.00	50,000.00
Plan review fee rate : \$1,000.00 per hour		

## **CONSTRUCTION APPROVAL/CERTIFICATE OF OCCUPANCY**

### **LOCATION**

#### **BUILDING INSPECTION FIELD OFFICES**

Field Office Hours: Monday - Friday, 7:30 a.m. - 4:30 p.m.

(Inspectors available by phone 8:00 - 8:30 a.m. and 4:00 - 4:30 p.m.)

#### **Northeast**

11910 Greenville Ave #100  
214.670.6115

#### **Northwest**

7610 N Stemmons Fwy #190  
214.670.7278

#### **Southeast**

725 N. Jim Miller  
214.670.8160

#### **Southwest**

2730 Coombs Creek  
214.671.1532

### **PURPOSE**

After a Master Permit is issued and construction begins, City staff must verify that the building is being built according to the Dallas development and construction codes. This is accomplished through the Construction Approval process which provides for inspection of the work in progress at varying stages of construction. A permit expires within 120 days of issuance if work has not been started.

After the final inspection has been conducted and before the building can be occupied, a certificate of occupancy (CO) must be approved. You will typically apply for a CO at the time you apply for a construction permit. A CO is not required for single-family or duplex homes. However, utility services will not be activated unless these structures meet City codes. Temporary and/or partial certificates of occupancy may be issued prior to total completion of the entire building. Contact the appropriate district manager for specific details (see below).

If you are doing work that requires a building permit or intend to occupy a building in Dallas, you must follow the Construction Approval process.

### **PROCESS TO FOLLOW**

- Approved plans must be on site
- The Master Permit must be posted on site
- Construction information signs must be posted and visible from the street
- You must ensure the inspector is notified of the need for an inspection at each required stage of construction. The inspector must have access to the interior of the building for a scheduled inspection, and the job stage must be completed before inspection has been scheduled. A re-inspection fee will be charged if these requirements are not met.

### **WHO MAY BE INVOLVED**

City codes may require special inspectors for various stages or circumstances of your project.

### **HOW THE CONSTRUCTION APPROVAL PROCESS WORKS**

See Appendix IX, Figure 8.

## **TOP 5 REASON CERTIFICATE OF OCCUPANCIES ARE NOT APPROVED OR DELAYED**

1. Open permits
2. Doors locked/no access
3. Plat not final
4. Project not compliant with zoning ordinance
5. Landscape does not comply with ordinance

## **HOW LONG IT WILL TAKE**

Construction inspections can usually be conducted the next working day or on the same day, if scheduled before 7:00 a.m. by the Automated Inspection Request System. They can be scheduled on the next working day if scheduled through a field office (see Appendix IV).

*To request an inspection:*

- 1) To use the Automated Inspection Request System, call 214.670.5313. This is an automated “phone-in” system that allows you to schedule an inspection over the phone. You can call this number 7 days a week, 24 hours a day.
- 2) For special requests call the appropriate building inspection field office listed above.
- 3) To access the automated system through the internet, go to [www.dallascityhall.com](http://www.dallascityhall.com)

## **COST**

Inspections are paid for through permit fees.  
A Certificate of Occupancy costs \$215.00.  
Temporary Certificates of Occupancy are \$104.

See Appendix III.

## **CERTIFICATE OF APPROPRIATENESS**

### **LOCATION**

Dallas City Hall, 1500 Marilla Street, Room 5/B/North  
Current Planning Division  
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.  
Phone: 214.670.4209

### **PURPOSE**

There are 145 historic overlay zoning districts (16 large districts and 129 sites) in Dallas.

The City of Dallas Code requires an approved certificate of appropriateness in order for approval of a Master Permit for exterior renovation, new construction, or demolition to be issued for work in these districts or on these structures. The City conducts a detailed review of the proposed work. The work for which the permit is being requested must be consistent with architectural and design standards established for the district/structure.

You must follow the Certificate of Appropriateness process in order to apply for a required Master Permit for any exterior construction or renovation work or demolition within a historic district. Certificates of appropriateness is required for all exterior work including all repairs, painting, etc., even if a building permit is not required.

### **INFORMATION TO PROVIDE**

- A Certificate of Appropriateness or Certificate for Demolition or removal application
- Photographs
- Work plans and drawings
- Shingle, brick, paint color and other samples
- Additional information necessary to illustrate the work for which your building permit is requested

### **WHO MAY BE INVOLVED**

**Landmark Commission:** The Landmark Commission is appointed by the City Council. Decisions by the Landmark Commission consider recommendations from its Neighborhood Task Forces and City staff. The Landmark Commission meets on the first Monday of each month. The Landmark Commission has 8 Neighborhood Task Forces who provide recommendations to the Landmark Commission. Task Force members are comprised of historic neighborhood residents and outside professional volunteers. A decision by the Landmark Commission may be appealed to the City Plan Commission.

### **HOW THE CERTIFICATE OF APPROPRIATENESS PROCESS WORKS**

See Appendix IX, Figure 9.

### **TOP 5 REASONS C of A's ARE NOT APPROVED OR ARE DELAYED**

1. Site plan to scale is not provided
2. Elevations do not match plans
3. Specifications for materials (windows, doors) not provided
4. Plans show requests not mentioned on the application
5. Applicant not attending Task Force meeting or Landmark Commission public hearing

**HOW LONG IT WILL TAKE**

The Certificate of Appropriateness process averages 30 days. Section 51A-4.501 of the Dallas Development Code limits the process to a maximum of 65 days for contributing structures and 40 days for non-contributing structures. Routine maintenance and replacement certificates of appropriateness are required to be approved or denied within 20 day after a complete application. The average time for routing a CA is one week.

**COST**

There is no fee associated with the Certificate of Appropriateness process.

## **DEVELOPMENT IMPACT REVIEW and RESIDENTIAL ADJACENCY REVIEW**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Building Inspection Division  
Hours: Monday - Friday, 8:00 a.m. - 4:15 p.m.  
Phone: 214.948.4480

### **PURPOSE**

When City staff determines, based on standards adopted by City Council, that a development is likely to have a significant impact on surrounding land uses and the need and demand for infrastructure, a Development Impact Review (DIR) is required to assess the extent of that impact before a building permit will be issued. Staff will review the proposed development's impact based on traffic generation, building site and layout, buffering, landscaping, and other data.

You must follow the Development Impact Review process if you need a building permit and your development will have estimated trips generated from uses in the development greater than or equal to 6,000 trips per day and 500 trips per day per acre, and your zoning is a non-residential district [except CA-1(a) or CA-2(a)], or you intend to build a use which requires DIR as listed in the district and use regulations of the Development Code.

A Residential Adjacency Review (RAR) may be required if the lot has a residential adjacency and contains a use for which an RAR is required by the district and use regulations.

### **INFORMATION TO PROVIDE**

- Completed application form (see Appendix V)
- 2 copies of the site plan

### **WHO MAY BE INVOLVED**

City of Dallas  
Building Inspection Division  
Engineering Division  
Street Services

### **HOW THE PROCESS WORKS**

See Appendix IX, Figure 10.

### **HOW LONG IT WILL TAKE**

The DIR and RAR processes may take no more than 30 days after submittal of a completed application. They are normally processed within 10 working days concurrently with the Building Permit Review.

### **COST**

The fee for a DIR is \$50.00. The fee for a RAR is \$50.00 or \$.004 per sq. ft. of building area or area to be paved or graded, whichever is greater.

## **ESCARPMENT PERMIT**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson, Room 200  
Engineering Division  
Hours: Monday - Friday 8:00 a.m. – 4:30 p.m.  
Phone: 214.948.4205

### **PURPOSE**

The escarpment is a steep, wooded, environmentally fragile bluff located in Southwest Dallas. It is the contact line between two geological formations - the Austin Chalk and the Eagle Ford Shale. The escarpment is defined in the Dallas Development Code. Section 51A-5.201, as a linear corridor within a width the distance between:

- a) the greater of 125 feet above chalk and shale contact, or 35 feet beyond the crest (that point above the escarpment line where the slope becomes less than 4:1); and
- b) the greater of 85 feet below the chalk and shale contact, or 10 feet beyond the toe (that point below the escarpment line where the slope becomes less than 5:1).

No development is permitted in the escarpment. However, development may be permitted in the Geologically Similar Area of the escarpment. The Escarpment Permit process ensures that any development in the Geologically Similar Area of the escarpment is sensitive to its impact on the fragile environmental conditions. It also seeks to prevent damage to development due to unstable slopes and soils.

If your proposed development is in the Geologically Similar Area of the escarpment you must follow the Escarpment Permit process. You must have proper zoning to begin the Escarpment Permit process.

### **INFORMATION TO PROVIDE**

- Completed application form
- Plan showing the escarpment zone
- Name and address of owner and of person who prepared the application
- General vicinity map of proposed site
- 1"=800' scale locator map
- Property limits on 1"=100' scale contour map, with 2' contour intervals, and details of terrain and area drainage
- 1"=50' scale cross section and plan review of proposed project structure
- Slope stability test data and results
- Soil erosion control plans
- Grading plan
- Vegetation and tree mitigation proposals
- Drainage plan including detention system

### **WHO MAY BE INVOLVED**

Other City staff will review an Escarpment Permit application for potential impact from the proposed project. These participants comprise the Escarpment Area Review Committee (EARC). The EARC is an advisory committee comprised of at least one representative from the Engineering Division, Public Works and the Park & Recreation Department. The committee meets as required to review applications.

**HOW THE ESCARPMENT REVIEW PROCESS WORKS**

See Appendix IX, Figure 11.

**HOW LONG IT WILL TAKE**

The Escarpment Permit process averages 4 months.

**COST**

\$1,000 application fee.

## **FLOODPLAIN FILL PERMIT**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 200  
Engineering Division  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.  
Phone: 214.948.4205

### **PURPOSE**

A floodplain is any land area susceptible to inundation by flooding during a 100-year flood. The floodplain fill permit process was established to ensure that reclamation by filling of a floodplain area does not occur without the proper engineering analyses outlined in Section 51A-5.100, Part II of the Dallas Development Code.

### **INFORMATION TO PROVIDE**

- Fill permit application form with letter of request and application fee
- Vicinity map
- Acreage figures for the entire tract, the area located in the floodplain, and the area proposed to be filled, and description of proposed land use
- Description of hydrologic and hydraulic analyses conducted, with copies of input and output, and a disk containing data files
- Plots of water surface profiles and cross-sections
- Table of values for engineering criteria
- Tree survey with inventory of trees of 6-inch or greater caliper
- Landscape and erosion control plan
- Grading plan
- Environmental Impact Study, if applicable

### **WHO MAY BE INVOLVED**

Dallas Water Utilities  
Federal Emergency Management Agency  
Park & Recreation  
Sustainable Development & Construction  
Trinity Watershed Management  
U.S. Army Corps of Engineers

### **HOW THE FLOODPLAIN FILL PERMIT PROCESS WORKS**

See Appendix IX, Figure 12.

### **HOW LONG IT WILL TAKE**

The Floodplain Fill permit process averages 4 months.

### **COST**

\$1,400 for a permit to fill a single residential lot  
\$3,500 for a permit to fill the in Trinity River or Elm Fork floodplain  
\$5,300 for all other permits

## **SIDEWALK WAIVER**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Building Inspection Division  
Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

### **PURPOSE**

Sidewalks are required to be installed before a new structure is occupied. This is especially important in areas near schools, parks, and bus stops.

A waiver of the sidewalk requirements may be appropriate in the following instances:

- a) The potential pedestrian traffic is so minimal that sidewalks are not warranted.
- b) In a single family or duplex zoning district, at least 50 percent of the lots located on the same side of the block as the proposed plat have been developed with completed, approved structures without sidewalks.
- c) A permanent line and grade cannot be set within the public street right-of-way.
- d) It is desirable to preserve a natural topography or vegetation pre-existing the proposed plat, and pedestrian traffic can be accommodated internally on the property. (Ord. Nos. 20092; 23384)

### **INFORMATION TO PROVIDE**

- Completed Sidewalk Waiver Application and Agreement Checklist (See hyperlink below)
- Notarized "Standard Agreement" (see Appendix VI)

The application and agreement can be found with the hyperlink below:

[http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI\\_Sidewalk%20Waiver%20Checklist\\_Rev%2003-29-2016.pdf](http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI_Sidewalk%20Waiver%20Checklist_Rev%2003-29-2016.pdf)

### **WHO MAY BE INVOLVED**

City of Dallas:  
Sustainable Development & Construction  
Planning and Urban Design

### **HOW THE SIDEWALK WAIVER PROCESS WORKS**

See Appendix IX, Figure 13.

### **HOW LONG IT WILL TAKE**

The Sidewalk Waiver Review process usually takes two weeks.

### **COST**

A processing fee of \$208.00 is required for a Sidewalk Waiver request.

## **SPECIAL PARKING AGREEMENT**

### **LOCATION**

Oak Cliff Municipal Center  
320 E. Jefferson Blvd., Room 118  
Building Inspection/Zoning Plans Examiner  
Hours: Monday - Friday, 8 a.m. - 4:30 p.m.  
Phone: 214.948.4480

### **PURPOSE**

A special parking agreement allows a citizen to provide part or all of the required parking for his development on a site other than that of the main use, and/or to share some required parking spaces with another development. A special parking agreement operates as a covenant on the property providing the parking.

If it is difficult or impossible to provide the required number of parking spaces for a development, or if it is difficult or impossible to provide the required parking spaces on the same site as the main use, a Shared Parking Agreement, a Remote Parking Agreement, or a Packed Parking Agreement can provide flexibility in providing the required parking.

### **INFORMATION TO PROVIDE**

- 5 copies of the parking analysis
- Five (5) copies of a site plan, drawn to scale
- A list of all uses showing floor areas and hours of operation for each (5 copies)
- Proof of ownership of property (5 copies)

### **WHO MAY BE INVOLVED**

City of Dallas  
City Attorney's Office  
Sustainable Development & Construction:  
    Building Inspection Division  
    Engineering Division

### **HOW THE SPECIAL PARKING AGREEMENT PROCESS WORKS**

See Appendix IX, Figure 14.

### **HOW LONG IT WILL TAKE**

The Special Parking Agreement process averages two weeks.

### **COST**

\$375 - first 50 special parking spaces, plus \$12.50 per space for each space over 50.

## **STREET NAME CHANGE**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 115

Current Planning/Subdivision

Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4454 or 214.948.4344

### **PURPOSE**

If you are renaming a street within the City of Dallas, you will need to consult Sustainable Development & Construction to be certain you are not duplicating an existing street name or creating a street name so similar to an existing street name that confusion might be caused.

### **INFORMATION TO PROVIDE**

- Completed application stating the reasons supporting a street name change
- Application fee (\$500 minimum depending on street length)
- Existing and proposed status (Thoroughfare Plan designation)
- Petition indicating 51% of owners abutting the street approve
- Site plan showing street location

### **WHO MAY BE INVOLVED**

See Appendix IX, Figure 15.

### **HOW THE STREET NAMING PROCESS WORKS**

See Appendix IX, Figure 15.

### **HOW LONG IT WILL TAKE**

Approximately 4 months.

### **COST**

The fee is based on street length and the cost of replacing the street name blades:

- |                                      |   |
|--------------------------------------|---|
| • ¼ mile or less                     | \$750.00  |
| • ¼ to ½ mile                        | \$1,050.00  |
| • ½ to 1 mile                        | \$1,350.00  |
| • 1 mile or more                     | \$900.00 plus \$300.00 for each ¼ mile                  |
| • Street name blade                  | \$113.00  |
| • Mast Arm                           | \$233.00  |
| • Texas Department of Transportation | To be determined based on TXDOT actual cost             |
| • Change of Address Fee              | To be determined based on the number of address changes |

## **LANDSCAPE PLAN REVIEW PROCESS**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105  
Building Inspection  
Hours: Monday-Friday, 8 a.m. - 4:30 p.m.  
Phone: 214.948.4480

### **PURPOSE**

Landscape plans are required for all new developments and some expansions under Article X of the Dallas Development Code. This division only becomes applicable to a lot or tract when the non-permeable coverage on the lot or tract increases by more than 2,000 square feet within a 24-month period, or when an application is made for building permit for construction work that:

- increases the number of stories in a building on the lot; or
- increases by more than 35 percent or 10,000 square feet, whichever is less, the combined floor areas of all buildings on the lot within a 24-month period. The increased in combined floor area is determined by adding the floor area of all buildings on the lot within the 24 months prior to application for a building permit, deducting any floor area that has been demolished in that time or will be demolished as part of the building permit, and comparing this figure with the total combined floor area after construction.

The requirements for landscaping in the City of Dallas are detailed in Article X of the Dallas Development Code. A “Landscape Checklist” is included in Appendix VII.

Different or additional landscape requirements may be applicable if the subject property is located in a Specific Use Permit (SUP) area or in a Planned Development (PD). These requirements may be explained by the zoning staff of Building Inspection Division.

### **INFORMATION TO PROVIDE**

- Date, scale, north point, and the names, addresses, and telephone numbers of each property owner and the person preparing the plan.
- Location of existing boundary lines and dimensions of the lot, the zoning classification of the lot, and the zoning classification of adjacent properties. A vicinity map should also be attached to or made part of the plan.
- Approximate centerlines of existing watercourses and the location of the flood plain, escarpment zone, and geographically similar areas, as those terms are defined in Article V, if applicable; the approximate location of significant drainage features and the location and size of existing and proposed streets and alley, utility easements, driveways, and sidewalks on or adjacent to the lot.
- Project name, street address, and lot and block description.
- Location, height, and material of proposed screening and fencing (with berms to be delineated by one-foot contours).
- Locations and dimensions of proposed landscape buffer strips.
- Complete description of plant materials shown on the plan, including names (common and scientific), locations, quantities, container or caliper size at installation, heights, spread, and spacing. The location and type of all existing trees on the lot over six inches in caliper must be specifically indicated.
- Complete description of landscaping and screening to be provided in or near off-street parking and loading areas, including information as to the amount (in square feet) of landscape area to be

provided internal to parking areas and the number and location of required off-street parking and loading spaces.

- An indication of which protected trees will be removed during construction and how healthy, existing trees proposed to be retained will be protected from damage during construction.
- Size, height, location and material of proposed seating, lighting, planters, sculptures, and water features.
- A description of proposed watering methods.
- Location of visibility triangles on the lot (if applicable).

### **HOW THE LANDSCAPE PLAN REVIEW PROCESS WORKS**

A landscape plan must be submitted with building permit applications. An application cannot be permitted without a compliant landscape plan. Additionally, landscape plans may be required for the authorization of some Planned Developments. The plan must be submitted within the required time line for Planned Development reviews.

### **HOW LONG IT WILL TAKE**

Approximately 2-3 days.

### **COST**

There is no fee associated with the landscape review process. Fees are collected through the permit fees.

## **SIGN PERMIT PROCESS**

### **LOCATION**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room LL04

Sign Permits

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Phone: 214.948.4480

#### **LOCATION**

#### **Sign Inspector**

##### **Northeast**

11910 Greenville Ave # 100

Oscar Lozoya

214.670.7288

##### **Northwest**

7610 N. Stemmons Fwy #190

Craig Holt

214.671.1917

##### **Southeast**

725 N. Jim Miller

Ramiro Jaime

214.670.8132

##### **Southwest**

2730 Coombs Creek Dr

Vacant

320 E Jefferson Blvd #LL04

**Sr. Sign Inspector:** Michael Martin

214.948.4392

### **PURPOSE**

A sign permit will be required in the following cases:

- All signs more than twenty square feet in size
- All signs more than eight feet height
- All illuminated signs
- All signs with movement
- All signs erected in public right-of-way
- All signs projecting more than 18 inches from wall, roof, parapet or eave

### **INFORMATION TO PROVIDE**

- Applicable Fee (see appendix III)
- Completed permit application
- Two copies of the proposed sign elevation showing
  - a. The placement of sign on the building
  - b. The clearance from the ground
  - c. Exact wording to appear on the sign
  - d. The letter height of each word and the length of each word on the sign
  - e. The overall dimension of the sign
  - f. Any other existing sign on the building
- Two copies to show how sign will be mounted on the building (side view)

**IN ADDITION FOR DETACHED SIGNS THE FOLLOWING IS REQUIRED**

- Two “sign premise warranty” forms signed by the property owner or property manager
- Two scaled site plans of entire property showing location of sign and all existing detached signs on the property
- For signs along a state highway, a copy of state license for the sign (non-premise signs only)
- For signs larger than 32 sq. ft. or more than 8 ft. tall, two copies of drawings with engineer certification that sign will be able to withstand minimum 30 per square feet wind load.
- The size and type of construction materials must be included.

Signs within 250 feet of a non-business zoning district are limited to monument signs only. All permits for illuminated signs must be obtained by a registered electrical sign contractor.

**WHO MAY BE INVOLVED**

City of Dallas:  
Sustainable Development & Construction  
Aviation  
Public Works

**HOW LONG WILL IT TAKE**

Detached sign- 1 to 2 weeks (require pre-inspection)  
Attached sign- 1 to 2 days  
SPSD sign- 6 weeks

**COST**

See Appendix III.  
SPSD sign requiring a hearing will have \$345 processing fee.

# Appendices

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## APPENDIX I

### Glossary of Development Terms

**ABANDONMENT:** The sale of excess City-owned property for private use.

**BDA (ZONING BOARD OF ADJUSTMENT):** The 15-member board, divided into three panels, appointed by the City Council to hear and decide on various requests and appeals regarding conformity with regulations in Chapter 51 and 51A of the Dallas Development Code.

**CERTIFICATE OF APPROPRIATENESS (C.A.):** Indicates compliance with special provisions for construction, demolition, or exterior remodeling in a historic district/structure.

**CERTIFICATE OF OCCUPANCY (C.O.):** Approval from the Building Official to occupy a building or use land after review for compliance with all City construction and development codes.

**CITY COUNCIL (CC):** The governing body of authority for the City of Dallas.

**CITY PLAN COMMISSION (CPC):** The body appointed by the City Council to administer long-range planning direction of the City and review matters relating to zoning and subdivisions.

**DEVELOPMENT STANDARDS:** Regulations within the Dallas Development Code regarding height, setbacks, parking, site coverage, and other standards.

**ESCARPMENT:** The steep, wooded, environmentally fragile bluff located in Southwest Dallas.

**FLOODPLAIN (F.P.):** An area adjacent to a river or stream subject to inundation by flood waters.

**FLOOR AREA RATIO (F.A.R.):** The relationship of a building's floor area to its lot size.

**INFRASTRUCTURE:** Any street, storm drainage, bridge, culvert, water, or sanitary sewer improvement that will be added to the public capital inventory for maintenance. **OFF-SITE EASEMENT:** An easement that is outside the boundaries of a subdivision plat but is required in order to provide an infrastructure to that subdivision.

**PLANNED DEVELOPMENT DISTRICT (P.D.):** A zoning district that allows for a mix of land use and development standards as outlined in a City Council-adopted plan.

**PRIVATE DEVELOPMENT CONTRACT:** A legal agreement between a private developer and a contractor, witnessed by the City, for construction of infrastructure improvements. Sometimes called a "P" contract.

**PRIVATE LICENSE:** A license that allows private use of public property.

**PROPERTY DEDICATION:** The transfer of property by deed to someone else.

**SPECIFIC USE PERMIT (S.U.P.):** A permit that allows specific additional use not allowed by right in a zoning district.

**TRADE OUT AGREEMENT:** A City of Dallas policy for participation in the cost of the extra pavement width and thickness of streets on the Thoroughfare Plan when they are greater than 37 feet in width and six inches in thickness. This pavement and curb construction trade-out is in the form of a contract advertised, awarded, and administered by the City.

## APPENDIX II

### Directory of City Departments Involved in the Development Review Process

#### **Aviation**

Dallas Love Field, 8008 Herb Kelleher Way 214/670-6080  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

#### **Building Inspection Division, Sustainable Development & Construction**

Oak Cliff Municipal Center 214/948-4480  
320 E. Jefferson Blvd.  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

#### **Building Inspection Field Offices**

Northeast Office 214/670-7278  
11910 Greenville Ave., #100  
Northwest District Office 214/671-0720  
7610 N Stemmons Fwy, #190  
Southeast District Office 214/670-8178  
725 N. Jim Miller Rd.  
Southwest District Office 214/671-1531  
2730 Coombs Creek Dr.

#### **City Attorney**

City Hall, 1500 Marilla, Room 7/C/North 214/670-3519  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

#### **City Secretary**

City Hall, 1500 Marilla, Room 5/C/South 214/670-3738  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

#### **Current Planning Division, Sustainable Development & Construction**

City Hall, 1500 Marilla, Room 5/B/North 214/670-4209  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

#### **Department of Planning and Urban Design – Mobility Planning**

Dallas City Hall, 1500 Marilla St., Room L1B –South 214/671-8172  
Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

#### **Development Coordination, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 204 214/948-4337  
Monday – Friday, 8:00 a.m. – 4:30 p.m.

#### **Engineering, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd. Room 200 214/948-4205  
Monday – Friday, 8:00 a.m. - 5:00 p.m.

#### **Fire Plan Review, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 105 214/948-4480  
Monday - Friday, 8:00 a.m. - 4:30 p.m.

**Office of Economic Development**

City Hall, 1500 Marilla, Room 5/C/South  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

214/670-1685

**Park and Recreation**

City Hall, 1500 Marilla, Room 6/F/North  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

214/670-4071

**Permit Center, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 118  
Monday - Friday, 8:00 a.m. - 4:30 p.m.

214/948-4480

**Public Works**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 101  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

214/948-4650

**Real Estate Division, Sustainable Development & Construction**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 203  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

214/948-4100

**Street Services Department, Street Lighting Section**

City Hall, 1500 Marilla, Room L1/B/North  
Monday - Friday, 8:00 a.m. - 5:00 p.m.

214/670-1229

**Sustainable Development & Construction**

City Hall, 1500 Marilla, Room 5/C/N  
Monday - Friday, 8:15 a.m. - 5:15 p.m.

214/670-4127

**Trinity Watershed Management- Floodplain Division**

Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 307  
Monday - Friday, 8:00 a.m. - 4:30 p.m.

214/948-4690

## APPENDIX III

### City of Dallas Building Inspections Permit Fees and Services Fees

# BUILDING INSPECTION DIVISION FEE SCHEDULE FOR PERMITS AND SERVICES



Building permit fees are assessed in accordance with Chapter 51, Dallas Development Code, Ordinance No. 10962 and Chapter 52, Administrative Procedures for the Construction Codes. Permit fees are required to be paid at the time of application. Any additional fees charged during plan review shall be paid before the permit can be issued. Refer to the Dallas Development Code for more information.

SUMMARY OF PERMIT FEES		
PERMIT SERVICE	MINIMUM FEE (\$)	PERMIT FEE CALCULATION
Master Permit	100.00	Tables A-I, A-II, A-III and B.
Site Plan Review	50.00	The greater of \$50.00 or \$0.004 per sq. ft. of building area or area to be paved, whichever is greater.
Plan Review	150.00	The greater of \$150.00 or \$0.012 per sq. ft. of building area.
PD/SUP/Deed Restriction Surcharge	Not applicable	Fee = 10% x permit fee calculated from Tables A-I, A-II, A-III or B
Fire Sprinkler Plans	150.00	The greater of \$150.00 or \$0.008 per sq. ft. of building area.
Demolition	Not applicable	Fee = 0.021 x building area (sq. ft.) + 42.00
Barricade	45.00	Fee = 0.006 x building area (sq. ft.)
Excavation	125.00	Fee = 25.00 x number of weeks until filled to grade + 100.00
Certificate of Occupancy (CO)	280.00	Fee = 215.00 CO Application Fee + 65.00 CO Verification Fee
Temporary Certificate of Occupancy (TCO)	104.00	Total Fee = 104.00 Inspection Fee + 215.00 CO Application Fee. Renewal Fee: \$30.00
Partial Certificate of Occupancy (PCO)	104.00	Total Fee = 104.00 Inspection Fee + 215.00 CO Application Fee.
Duplicate Certificate of Occupancy	30.00	Not applicable.
Sidewalk Waiver	208.00	Fee for each waiver.
Plan Check Addendum	25.00	Review rate per hour per trade for each revision or addition to plans after permit issue.
Infrastructure Inspection	600.00	Refer to Table B-I
Development Impact	50.00	Fee per application.
Consultation with Staff	50.00	No charge for the first 20 min. of consultation. Rate per hour after initial consultation.
Staff Research	50.00	Rate charged per hour.
Determination Letter	100.00	Fee for each letter.
Postage and Handling	2.00	Fee for each permit issued by mail.
Record Change	30.00	Refer to Chap. 52 for exceptions.
Refund Processing	104.00	Service charge for processing a refund.
NSF Checks	25.00	Service charge per returned check.
Early Release of Master Permit	300.00	Charge per permit release.
Zoning Verification	90.00	Charge per letter.
Moving Fee	156.00	Charge for each structure or part of structure.
Pre-move Inspection	104.00	Charge for structure moved to a location within the City of Dallas.
Appeal to Building Inspection Board	600.00	Not applicable.

**BUILDING INSPECTION DIVISION FEE SCHEDULE FOR PERMITS AND SERVICES (Continued)**

**FORMULA FOR TABLES A-I, A-II, A-III AND B**  
 PERMIT FEE (\$) = VALUATION x MULTIPLIER + ADD FACTOR

<b>TABLE A-I NEW SINGLE-FAMILY DWELLING CONSTRUCTION</b>		
VALUATION (\$)	MULTIPLIER	ADD FACTOR
0 to 60,000	0.0095	0.00
60,001 to 200,000	0.0025	418.00
200,001 to 900,000	0.00203	512.00
900,001 to 2,500,000	0.000826	1,596.00
2,500,001 or greater	0.0004	2,661.00

<b>MINIMUM FEE SCHEDULE</b> (based upon the number of trades or valuation, whichever is greater)		
NUMBER OF TRADES	MAX VALUE OF PROPOSED WORK	MIN PERMIT FEE (\$)
1	6,000	100.00
2	12,000	200.00
3	18,000	300.00
4	24,000	400.00
5	30,000	500.00
6	36,000	600.00
7	42,000	700.00
8	48,000	800.00

<b>TABLE A-II NEW MULTI-FAMILY DWELLING CONSTRUCTION</b>	
FEE (\$)	FEE CALCULATION
225.00	Fee per dwelling unit only. For other accessory structures, refer to Table A-III.

<b>SIGN FEES</b>		
EFFECTIVE AREA (sq. ft.)	PREMISE SIGN (\$)	NON-PREMISE SIGN (\$)
20 or less	45.00	48.00
21 to 50	81.00	84.00
51 to 100	110.00	216.00
101 to 200	136.00	242.00
201 to 300	188.00	294.00
301 to 400	216.00	324.00
401 to 500	242.00	350.00
501 to 700	268.00	376.00
701 to 900	322.00	Not Permitted
901 or greater	374.00	Not Permitted

Sign plan review is \$75.00.  
 The fee for removing or demolishing a sign is \$78.00.  
 The fee for erecting, constructing, altering, rebuilding, enlarging, extending, converting, replacing or relocating any special purpose sign is \$40.00.

<b>TABLE A-III NEW COMMERCIAL CONSTRUCTION</b>		
VALUATION (\$)	MULTIPLIER	ADD FACTOR
0 to 60,000	0.009525	0.00
60,001 to 200,000	0.004964	274.00
200,001 to 900,000	0.003914	484.00
900,001 to 1,500,000	0.002862	1,431.00
1,500,001 to 2,500,000	0.002197	2,429.00
2,500,001 to 5,000,000	0.001417	4,379.00
5,000,001 to 10,000,000	0.001036	6,285.00
10,000,001 or greater	0.000767	8,977.00

<b>MINIMUM FEE SCHEDULE</b> (based upon the number of trades or valuation, whichever is greater)		
NUMBER OF TRADES	MAX VALUE OF PROPOSED WORK	MIN PERMIT FEE (\$)
1	6,000	100.00
2	12,000	200.00
3	18,000	300.00
4	24,000	400.00
5	30,000	500.00
6	36,000	600.00
7	42,000	700.00
8	48,000	800.00

<b>TABLE B REMODEL, RENOVATION, FINISH-OUT</b>		
VALUATION (\$)	MULTIPLIER	ADD FACTOR
0 to 100,000	0.009652	0.00
100,001 to 300,000	0.009525	13.00
300,001 to 500,000	0.009410	47.00
500,001 to 700,000	0.009285	110.00
700,001 to 900,000	0.009155	201.00
900,001 to 1,100,000	0.009045	300.00
1,100,001 to 2,500,000	0.008894	465.00
2,500,001 to 5,000,000	0.008768	780.00
5,000,001 to 10,000,000	0.008641	1,416.00
10,000,001 or greater	0.007940	8,426.00

<b>MINIMUM FEE SCHEDULE</b> (based upon the number of trades or valuation, whichever is greater)		
NUMBER OF TRADES	MAX VALUE OF PROPOSED WORK	MIN PERMIT FEE (\$)
1	6,000	100.00
2	12,000	200.00
3	18,000	300.00
4	24,000	400.00
5	30,000	500.00
6	36,000	600.00
7	42,000	700.00
8	48,000	800.00

**BUILDING INSPECTION DIVISION FEE SCHEDULE FOR PERMITS AND SERVICES (Continued)**

TABLE B-I INFRASTRUCTURE INSPECTION	
VALUATION (\$)	FEE CALCULATION (\$)
12,500 or less	FEE = 600.00
12,501 to 25,000	FEE = 1,000.00
25,001 to 100,000	0.035 x VALUATION + 1,000.00
100,001 to 500,000	0.03 x VALUATION + 3,625.00
500,001 to 1,000,000	0.025 x VALUATION + 15,625.00
1,000,001 or greater	0.02 x VALUATION + 28,125.00

PREDEVELOPMENT MEETING FEES	
PROJECT AREA (sq. ft.)	FEE (\$)
25,000 or less	250.00
25,001 to 50,000	500.00
Greater than 50,000	750.00

The predevelopment meeting fee will be applied towards the permit fee if the permit application is submitted within twelve months of the meeting.

ALTERNATIVE PLAN REVIEW Q-TEAM REVIEW		
PROJECT AREA (sq. ft.)	INITIAL REVIEW (\$)	MAXIMUM FEE (\$)
10,000 or less	500.00	2,000.00
10,001 to 50,000	750.00	12,500.00
50,001 to 100,000	1,000.00	27,500.00
Greater than 100,000	1,250.00	50,000.00
Plan review fee rate: \$1,000.00 per hour		

ALTERNATIVE PLAN REVIEW EXPEDITED PLAN REVIEW	
OPTIONS	FEE/HR (\$)
Partial team (minimum fee: \$500.00)	600.00
Per specialty (minimum fee: \$500.00)	200.00

ALTERNATIVE PLAN REVIEW OVERTIME REVIEW	
Per specialty (minimum fee: \$500.00)	250.00

CONTRACTOR REGISTRATION			
TRADE	FEE (\$)	TRADE	FEE (\$)
Electrical	160.00	Residential Specialist Electrician	40.00
Electrical Sign	160.00	Moving Contractor	260.00
Master Electrician/Electrical License	200.00	Backflow Prevention	120.00
Journeyman Electrician	40.00	Other Trade Contractors	120.00
Journeyman Sign Electrician	40.00	Revise Contractor Registration	30.00

INSPECTION SERVICES		
SERVICE	MINIMUM FEE (\$)	FEE CALCULATION
Back Flow Prevention	15.00	Filing fee.
Customer Service	15.00	Filing fee.
Same-day Inspection	250.00	Not applicable.
After-hours Inspection	300.00	Fee rate: \$125.00 per hour
After-hours Utility Release	50.00	Not applicable.
Unauthorized Concealment Fee	200.00	Fee per trade.
Re-inspection	75.00	Fee per trade.

See hyperlink below for fee schedule and fee calculator:

<http://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/Pages/fees.aspx>

**APPENDIX IIIA**

<b>General Zoning Change</b>	<b>0 to 1 acre</b>	<b>&gt;1 acre to 5.0 acres *</b>	<b>&gt;5.0 acres to 15 acres *</b>	<b>&gt;15.0 acres to 25 acres *</b>	<b>&gt;25.0 acres *</b>
Fee	\$1,050.00	\$2,610.00	\$5,820.00	\$9,315.00	\$9,315 + \$113 for each acre over 25 to a maximum of \$37,500
Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.

<b>Specific Use Permit</b>		<b>0 to 1 acre*</b>	<b>&gt;1 acre to 5.0 acres *</b>	<b>&gt;5.0 acres to 25 acres *</b>	<b>&gt;25.0 acres*</b>
<b>New**</b>	Fee	\$1,170.00	\$1,170.00	\$1,170.00	\$1,170.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
<b>Amendment</b>	Fee	\$825.00	\$825.00	\$825.00	\$825.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
<b>Renewal</b>	Fee	\$825.00	\$825.00	\$825.00	\$825.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
<b>Automatic Renewal</b>	Fee	\$825.00 (\$350 refundable if 51A-1.105(a)(4) criteria met)			
	Notification area	200 ft.			

\*\*The fee for an SUP for a skybridge is \$10,000. Please consult the Dallas Development Code, 51A-4.217b(12) for requirements for a skybridge submittal.

\*\*The fee for an SUP for gas drilling \$2,000. Please consult the Dallas Development Code, 51A-4.203(3.2) for requirements for gas drilling

<b>Planned Development District</b>		<b>0 to 5 acres*</b>	<b>&gt;5.0 acres*</b>
<b>Amendment</b>	Fee	\$2,610.00 + \$1,000 per regulation type** being amended	
	Notification area	500 ft.	

<b>Planned Development District</b>		<b>0 to 5 acres*</b>	<b>&gt;5.0 acres*</b>
<b>New, enlargement or new subdistrict</b>	Fee	\$5,820.00 + \$1,000 per regulation type** being amended	\$5,820.00 + \$250.00 per acre for each acre over 5 to a maximum of \$50,000 + \$1,000 per regulation type** being amended
	Notification area	500 ft.	

<b>Deed Restrictions</b>		<b>0 to 1 acre</b>	<b>&gt;1 acre to 5.0 acres *</b>	<b>&gt;5.0 acres to 15 acres *</b>	<b>&gt;15.0 acres to 25 acres *</b>	<b>&gt;25.0 acres *</b>
<b>New</b>	Fee	\$350.00				
	Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.
<b>Amendment or Termination</b>	Fee	\$900.00				
	Notification area	Same as original notification				

*\*Any fraction of an acre is rounded up to the next acre.*

## APPENDIX IV

### Automated Inspection Request System

\*For tone generating telephones only.

The Automated Inspection Request System is designed to dispatch requests for the next working day for valid permits (or Certificate of Occupancy applications) only. **The cut-off time for same day inspections is 7:00 a.m.**

For special inspection requests or assistance, or if your request for inspection includes testing of a portion of a system, you must call the phone number in the box on the lower portion of your permit between 8:00 a.m. and 4:30 p.m. Monday through Friday.

### INSTRUCTIONS

1. Dial (214) 670-5313, 24 hours.
2. You will hear a welcome message in English and Spanish.
3. To skip message and go immediately to instructions in English, press "1". To go immediately to instructions in Spanish, press "9".
4. Press "1" to continue.
5. Enter 10-digit validation number for CO's followed by # key. For all other permits, enter 13-digit number followed by # key.
6. Number is repeated. If correct, press # key. If wrong, press \* key and try again.
7. Enter 3-digit inspection code listed on lower part of contractor's authorization or see reverse side for directory. If correct, press # key. If wrong, press \* and try again.
8. If request has been accepted, you will be informed verbally.
9. For another request, press # key. If none, hang up.

If your request is accepted by the computer and inspection does not occur within 36 hours, call the phone number in the box on the lower portion of your permit. **Please have permit number available.**

**WARNING: Re-inspection fees will be charged if work is not ready or door is locked, etc.**

**Automated Inspection Request System (continued)**

**INSPECTION CODES DIRECTORY**

<p><u>Building Inspections</u></p> <p>110 Sidewalk and/or drive approach (public property)</p> <p>112 Swimming pool</p> <p>115 Liquor license final</p> <p>120 Pier, foundation, etc.</p> <p>130 Framing/tent</p> <p>133 Barricade</p> <p>144 Demo final</p> <p>140 Final</p>	<p><u>Plumbing Inspections</u></p> <p>210 Yard service for gas, sewer or water</p> <p>211 Lawn sprinkler backflow preventer</p> <p>212 Swimming pool</p> <p>220 Rough below floor level; DWV, water, etc.</p> <p>230 Rough above floor level; DWV, gas, shower pan, etc.</p> <p>240 Final</p>
<p><u>Electrical Inspections</u></p> <p>310 Electrical service</p> <p>311 Landscape lighting</p> <p>312 Swimming pool</p> <p>313 Clean and show</p> <p>320 Rough below floor level electrical</p> <p>321 Rough walls</p> <p>322 Rough ceiling</p> <p>330 Rough above floor level electrical</p> <p>331 Elevator</p> <p>340 Final</p>	<p><u>Sign Inspections</u></p> <p>530 Sign Foundations</p> <p>540 Final</p>
<p><u>Fire Sprinkler/Fire Alarm</u></p> <p>640 Final/No test required</p>	<p><u>Sign Inspections- Electrical</u></p> <p>710 Service for electric sign</p> <p>720 Underground/electric/pier</p> <p>730 Underground/electric sign can wire</p> <p>740 Final</p>
<p><u>Landscape</u></p> <p>940 Final</p>	<p><u>Sign Inspections- Special Purpose</u></p> <p>830 SP Sign Foundation</p> <p>840 SP Final</p>
<p><u>Mechanical Inspections</u></p> <p>420 Rough below floor level for heating, ventilation, or air conditioning</p> <p>430 Rough above floor level for heating, ventilation, or air conditioning</p> <p>431 Commercial kitchen exhaust system</p> <p>440 Final</p>	<p><u>Certificate of Occupancy Inspections</u></p> <p>150 Certificate of Occupancy for building inspector only</p> <p>250 Certificate of Occupancy for plumbing inspector only</p> <p>350 Certificate of Occupancy for electrical inspector only</p> <p>450 Certificate of Occupancy for mechanical inspector only</p> <p>650 All Certificate of Occupancy inspections</p>

**BUILDING INSPECTION DISTRICT OFFICES**

Northeast District Office  
 11910 Greenville Ave #100  
 (214) 670-7278

Northwest District Office  
 7610 N Stemmons Fwy #190  
 (214) 671-0720

Southeast District Office  
 725 N Jim Miller  
 (214) 670-8160

Southwest District Office  
 2730 Coombs Creek Dr.  
 (214) 671-1531

APPENDIX V

DATE: \_\_\_\_\_

**APPLICATION TYPE**

PERMIT  CO

OTHER  EXPRESS



**City of Dallas**

**BUILDING INSPECTION APPLICATION**

JOB NO: (OFFICE USE ONLY)

---

PERMIT NO: (OFFICE USE ONLY)

---

HEALTH REVIEW   
(Restaurants/Food Service)

STREET ADDRESS OF PROPOSED PROJECT		SUITE/BLDG/FLOOR NO		USE OF PROPERTY	
OWNER/TENANT	ADDRESS	CITY	STATE	ZIP CODE	
DBA (IF APPLICABLE)			E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		
APPLICANT		CONTR NO	COMPANY NAME		
ADDRESS	CITY	STATE	ZIP CODE	PHONE NO	FAX NO
DESCRIPTION OF PROPOSED PROJECT		VALUATION (\$)	NEW CONST		NEW CONST
			REMODEL		REMODEL
			TOTAL VALUATION		LEASE
					TOTAL AREA
<p>ALL FOOD SERVICE ESTABLISHMENTS REQUIRE A GREASE INTERCEPTOR INSTALLED ONSITE. CHECK BOX IF THERE IS ONE LOCATED ON THE PROPERTY. <input type="checkbox"/></p> <p>PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT BY CHECKING THE APPROPRIATE BOX AND PROVIDE CONTRACTOR/SUBCONTRACTOR INFORMATION ON THE BACK OF THIS FORM. NOTE: AN AFFIDAVIT IS REQUIRED FOR THE SALE OR SERVING OF ALCOHOL.</p> <p> <input type="checkbox"/> BUILDING    <input type="checkbox"/> PLUMBING    <input type="checkbox"/> FENCE    <input type="checkbox"/> DRIVE APPROACH    <input type="checkbox"/> BACKFLOW    <input type="checkbox"/> BARRICADE  <input type="checkbox"/> ELECTRICAL    <input type="checkbox"/> FIRE SPRKLR    <input type="checkbox"/> SIGN    <input type="checkbox"/> SWIMMING POOL    <input type="checkbox"/> CUSTOMER SVC    <input type="checkbox"/> GREEN BUILDING/LEED  <input type="checkbox"/> MECHANICAL    <input type="checkbox"/> FIRE ALARM    <input type="checkbox"/> LANDSCAPE    <input type="checkbox"/> LAWN SPRINKLER    <input type="checkbox"/> FLAMMABLE LIQUID    <input type="checkbox"/> OTHER: _____         </p>					
WILL ALCOHOL BE SOLD/SERVED? <input type="radio"/> YES <input type="radio"/> NO		PERSONAL SERVICE LICENSE REQUIRED FOR THE PROPOSED USE? <input type="radio"/> YES <input type="radio"/> NO			
WILL THERE BE A DANCE FLOOR? <input type="radio"/> YES <input type="radio"/> NO		ARE POTENTIALLY HAZARDOUS FOODS/OPEN FOODS BEING SOLD? <input type="radio"/> YES <input type="radio"/> NO			
<p>I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.</p>					APPLICANT SIGNATURE

**FOR OFFICE USE ONLY**

ZONING				BUILDING		MISCELLANEOUS	
LAND USE	TYPE OF WORK	BASE ZONING	PD	CONSTRUCTION TYPE	OCCUPANCY	ACTIVITY	OWN
LOT	BLOCK	REQUIRED PARKING	PROPOSED PARKING	SPRINKLER	OCCUPANT LOAD	FLOOD PLAIN	AIRPORT
LOT AREA	BDA	SUP	RAR	STORIES	DWELLING UNITS	SPECIAL INSPECTIONS	HISTORICAL
DIR	EARLY RELEASE	DEED RESTRICTION	PARKING AGREEMENT	NUMBER BEDROOMS	NUMBER BATHROOMS	DRY	LL

ROUTE TO	REVIEWER	DATE	APPLICATION REMARKS	FEE CALCULATIONS (\$)
PRE-SCREEN				PERMIT FEE
ZONING				SURCHARGE
BUILDING				PLAN REVIEW FEE
ELECTRICAL				PREQUALIFICATION REVIEW FEE
PLUMBING/MECHANICAL				EXPRESS PLAN REVIEW
GREEN BUILDING				HOURLY FEE TOTAL
HEALTH				HEALTH PERMIT FEE
HISTORICAL/CONS DIST				OTHER FEES
PUBLIC WORKS				OTHER FEES
WATER				OTHER FEES
FIRE				OTHER FEES
LANDSCAPING				OTHER FEES
AVIATION				TOTAL FEES
OTHER: _____				\$

SUSTAINABLE DEVELOPMENT AND CONSTRUCTION DEPARTMENT • BUILDING INSPECTION DIVISION  
 OAK CLIFF MUNICIPAL CENTER, 320 E. JEFFERSON BLVD., ROOM 118, DALLAS, TX 75203 • TEL. NO. (214) 948-4480

REV 02-06-2015

APPENDIX VI

# SIDEWALK WAIVER APPLICATION AND AGREEMENT CHECKLIST



City of Dallas

## REQUIRED DOCUMENTS FOR SIDEWALK WAIVER

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt.

Sidewalks are required to be constructed before a new building can be occupied. Only the Department Director and Chief Planning Officer can waive this requirement.

A sidewalk waiver may only be submitted after a building permit application is in review or has been issued. To submit an official request for a sidewalk waiver, an information packet containing all of the following is required:

- 1. Completed *Building Inspection Application*.
- 2. A notarized *Standard Agreement - Sidewalk Waiver*.
- 3. Justification for waiving sidewalks, check all that apply:
  - The potential pedestrian traffic in the area is so minimal that sidewalks are not warranted.
  - In a single family or duplex zoning district, at least 50 percent of the lots located on the same side of the block as the proposed project have been developed with completed approved structures without sidewalks.
  - A permanent line and grade cannot be set within the public street right-of-way.
  - It is desirable to reserve natural topography or vegetation preexisting the proposed project, and pedestrian traffic can be accommodated internally on the property.
  - Other reason/justification (attach additional sheets if necessary):

- 4. One (1) 8 1/2" x 11" copy of the official City of Dallas zoning map with the subject property centered on the page and highlighted. Zoning maps can be found online here: <http://gis.dallascityhall.com/zoningweb> (Firefox or Chrome web browser recommended).
- 5. Photographs depicting reasons as listed in item no. 3 above. (Photographs are optional)
- 6. A nonrefundable application processing fee of \$208.00.

I, \_\_\_\_\_, have read the above information and acknowledge that all required documents have been provided.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note that staff cannot accept incomplete applications or illegible construction documents.

SUSTAINABLE DEVELOPMENT AND CONSTRUCTION DEPARTMENT • BUILDING INSPECTION DIVISION  
OAK CLIFF MUNICIPAL CENTER, 326 E. JEFFERSON BLVD., ROOM 118, DALLAS, TX 75203 • TEL. NO. (214) 948-4488

RDV 03-29-2018



**STANDARD AGREEMENT - SIDEWALK WAIVER**

I, \_\_\_\_\_, owner of the property located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Street Address Legal Description (Block/Lot)

do hereby agree to install sidewalks in accordance with Dallas City Council Resolution No. 68-1038 at the above listed location within thirty (30) days of receipt of notification that the City Council of Dallas, Texas has denied my request for a waiver of the required sidewalks at the above address.

Further, I understand that should I fail to install sidewalks as required by Resolution No. 68-1038, after notification of denial of my request for a waiver by the City Council, that authorization for occupancy may be withdrawn and utility services terminated until such time as the required sidewalks are installed.

SIGNED: \_\_\_\_\_, DATE: \_\_\_\_\_  
(Property Owner)

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public's Signature

## APPENDIX VII

### LANDSCAPE CHECKLIST - Ordinance 22053 (Article X)

ADDRESS: \_\_\_\_\_ TRACE#: \_\_\_\_\_

**MANDATORY PROVISIONS** (must comply when applicable) - this section includes single family and duplex uses

\_\_\_\_\_ **Tree Survey**-must include trees 6" caliper and greater on the lot and/or within 50' of construction.

\_\_\_\_\_ **Tree protection**-permanent protective fencing placed around the dripline of each protected tree to remain...*see Sec. 51A-10.136 for detailed requirements.*

\_\_\_\_\_ **Protected tree mitigation**-Replacement trees must equal, in caliper, the caliper of protected tree(s) removed. Approved replacement trees are defined in Sec. 51A-10.134(b) and must be 2" caliper. A tree survey, landscape plan, and building permit or tree removal permit are required to consider protected tree removal.

\_\_\_\_\_ **Site trees**  single family and duplex uses-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have three 2" caliper trees per lot with a minimum of two trees in the front yard.

other-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have one 2" caliper tree per 4,000 square feet of lot area with minimum of 4 trees. All site trees must be located on the lot.

IM and IR zoning-Required\_ Provided \_\_\_\_\_ Must have one 2" caliper tree per 6,000 square feet, **when contains the same use**

➤ site tree credits-eligibility based upon protective measures taken, health of the tree(s), diameter measurement and species...*see Sec. 51A-10.125(b)(3) for details.*

below does not apply to single family and duplex uses

\_\_\_\_\_ **Perimeter landscape buffer strip**-Must be provided along the entire length of the portion of the perimeter of the lot where a residential adjacency exists, and at least 10' wide. Must contain buffer plant materials as defined in Sec. 51A-10.125(b)(7).

\_\_\_\_\_ **Screening of off-street loading spaces**-Must be screened from residential adjacency. Must also be screened from all adjacent public streets, except CS and industrial districts. Minimum 6' height. See Sec. 51A-4.602(b)(3) for methods of screening...*automatic irrigation required for any screening plant materials.*

\_\_\_\_\_ **Street trees**-Required \_\_\_\_\_ Provided \_\_\_\_\_ Must have one 3" caliper large tree per 50' of street frontage with a minimum of 2 trees. All street trees must be located within 30' of the projected street curb.

\_\_\_\_\_ **Parking lot trees**-All required parking spaces must be located within 120' of the trunk of a 2" caliper large canopy tree. Parking lot trees may not be planted closer than 2.5' to the paved portion of the parking lot...*Not required for IM and IR uses in IM and IR zoning when increase the street tree density to 1 tree per 25' of street frontage.*

### **DESIGN STANDARDS** (must pick 2)

\_\_\_\_\_ **Enhanced perimeter buffer**-Enhance the perimeter landscape buffer strip (mandatory provision) to a minimum average width equal to or greater than 15 feet. Must contain buffer plant materials as

defined in Sec. 51A-10.125(b)(7).

\_\_\_\_\_ **Street buffers**-Provide a landscape buffer strip along the entire adjacent public street frontage. Minimum width of 10 feet or 10% lot depth, whichever is less. Must contain buffer plant materials as defined in Sec. 51A-10.125(b)(7).

\_\_\_\_\_ **Screening of off-street parking**-Screen all parking lots on the lot along the entire adjacent public street frontages. Screening must be voluntary. Must be voluntary and at least 3 feet in height (ex. large evergreen shrubs, 3' height, 7-9 gallon, 3' on center, 3' wide bed, or 3' tall solid fence, or 3' tall berm, or a combination). *Mandatory in NO(A), LO(A), LO-1, LO-2, LO-3, MO(A), MO-1, MO-2 and GO(A) districts...automatic irrigation required for any screening plant materials.*

\_\_\_\_\_ **Enhanced vehicular pavement**-25% of all outdoor vehicular pavement must be any permeable or non-permeable decorative pavement. The same pavement cannot satisfy this requirement and permeable vehicular pavement. (ex. brick, stone or grass pavers, exposed aggregate concrete, or stamped and stained concrete).

\_\_\_\_\_ **Permeable vehicular pavement**-25% of all outdoor vehicular pavement must be a paving material that permits water penetration to a soil depth of 18" or more. The same pavement cannot satisfy this requirement and enhanced vehicular pavement. (ex. brick, stone or grass pavers).

\_\_\_\_\_ **Pedestrian facilities**-Publicly accessible special pedestrian facilities such plazas, covered walkways, fountains, lakes, ponds, seating areas and outdoor recreation facilities. These facilities and features must occupy at least 5% of the lot area.

\_\_\_\_\_ **Foundation planting strip**-Large evergreen shrubs (3' height, 7-9 gallon, 3' to 6' on center) in a 3' wide bed along the foundation of the building that extends along at least 50% of the portion of the foundation that faces a street.

\_\_\_\_\_ **Understory preservation**-Preserve existing healthy understory which is a grouping of natural low-level woody, herbaceous or groundcover species. Must occupy at least 5% of the lot area.

\_\_\_\_\_ **Enhanced pedestrian walkways**-Walkways must consist of enhanced pavement intended for pedestrian use and occupy at least 5% of the lot. See enhanced vehicular pavement for examples.

## APPENDIX VIII

### **Internet access to Building Inspection Website**

The city maintains a website at [www.dallascityhall.com](http://www.dallascityhall.com). To obtain details about Sustainable Development and Construction, first click on City Departments, then click on Sustainable Development and Construction to access the following useful information including this Development Guide.

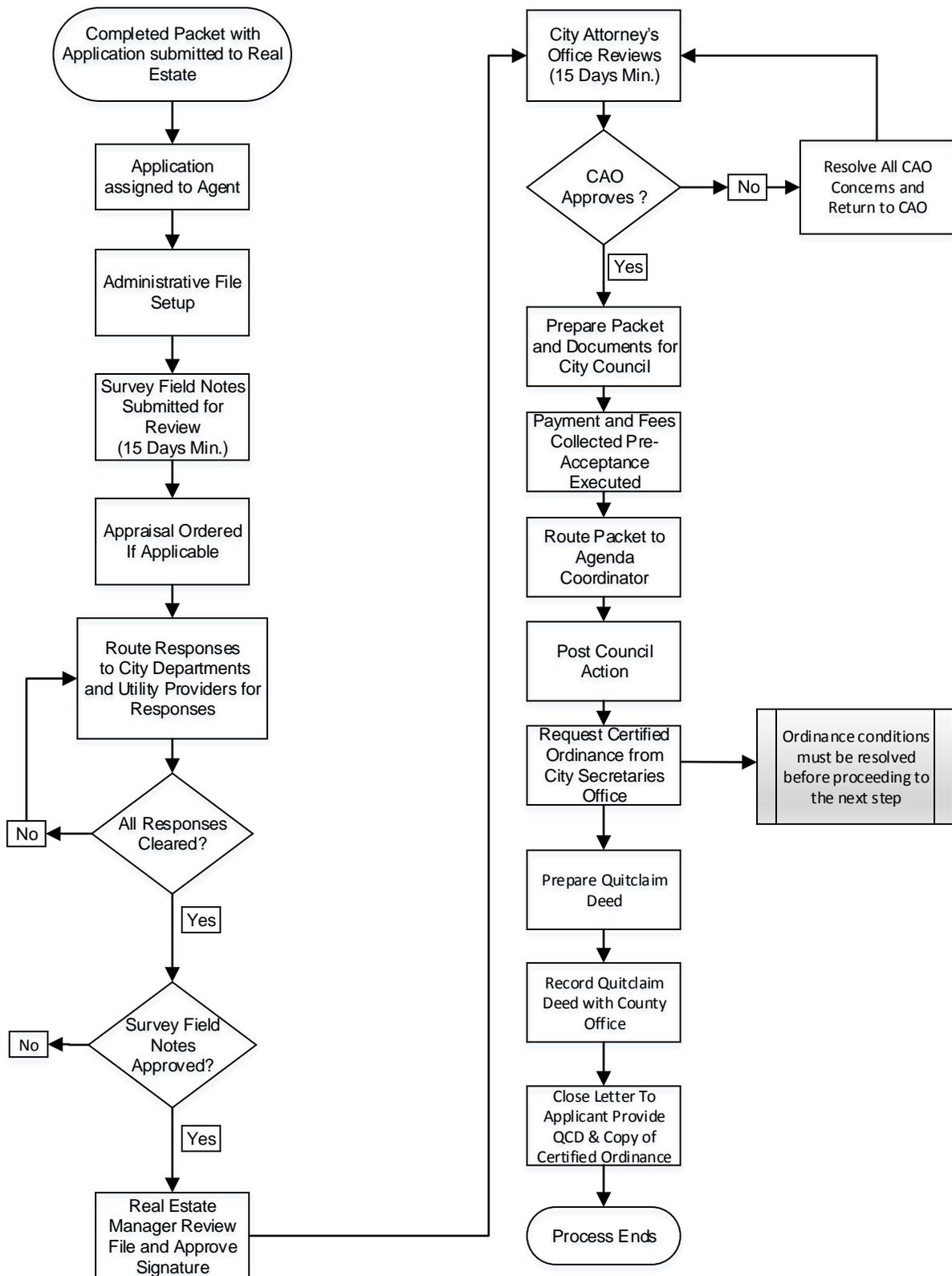
- Agendas
- Applications and Forms
- Building Inspection
- Current Planning
- Development Code
- Engineering
- FAQs
- Fees and Rates
- Forms
- Interactive Maps
- Pre-Development Meetings
- Real Estate
- Zoning Maps

## APPENDIX IX

### Process Flow Charts

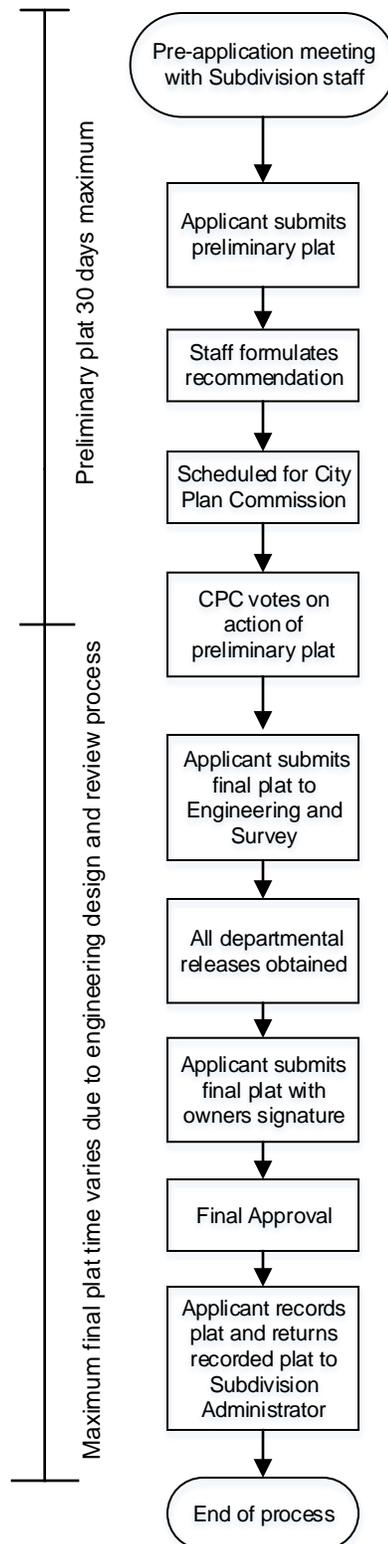
Fig. 1	Abandonments Process
Fig. 2	Platting Process
Fig. 2A	Engineering Review Paving Process
Fig. 2B	Engineering Review Water Process
Fig. 2C	Public Works Street Lighting Process
Fig. 3	Zoning Change Process
Fig. 4	Development Plan Process
Fig. 5	Board of Adjustment Process
Fig. 6	Permit Review Process
Fig. 7	Express Plan Review (Q Team) Process
Fig. 8	Flow Contractor Inspection Process
Fig. 9	Certificate of Appropriateness Process
Fig. 10	DIR RAR Process
Fig. 11	Escarpment Process
Fig. 12	Floodplain Fill Process
Fig. 13	Sidewalk Waiver Process
Fig. 14	Special Parking Process
Fig. 15	Street Name Change Process
Fig. 16	Thoroughfare Amendment Process

# Abandonment Process



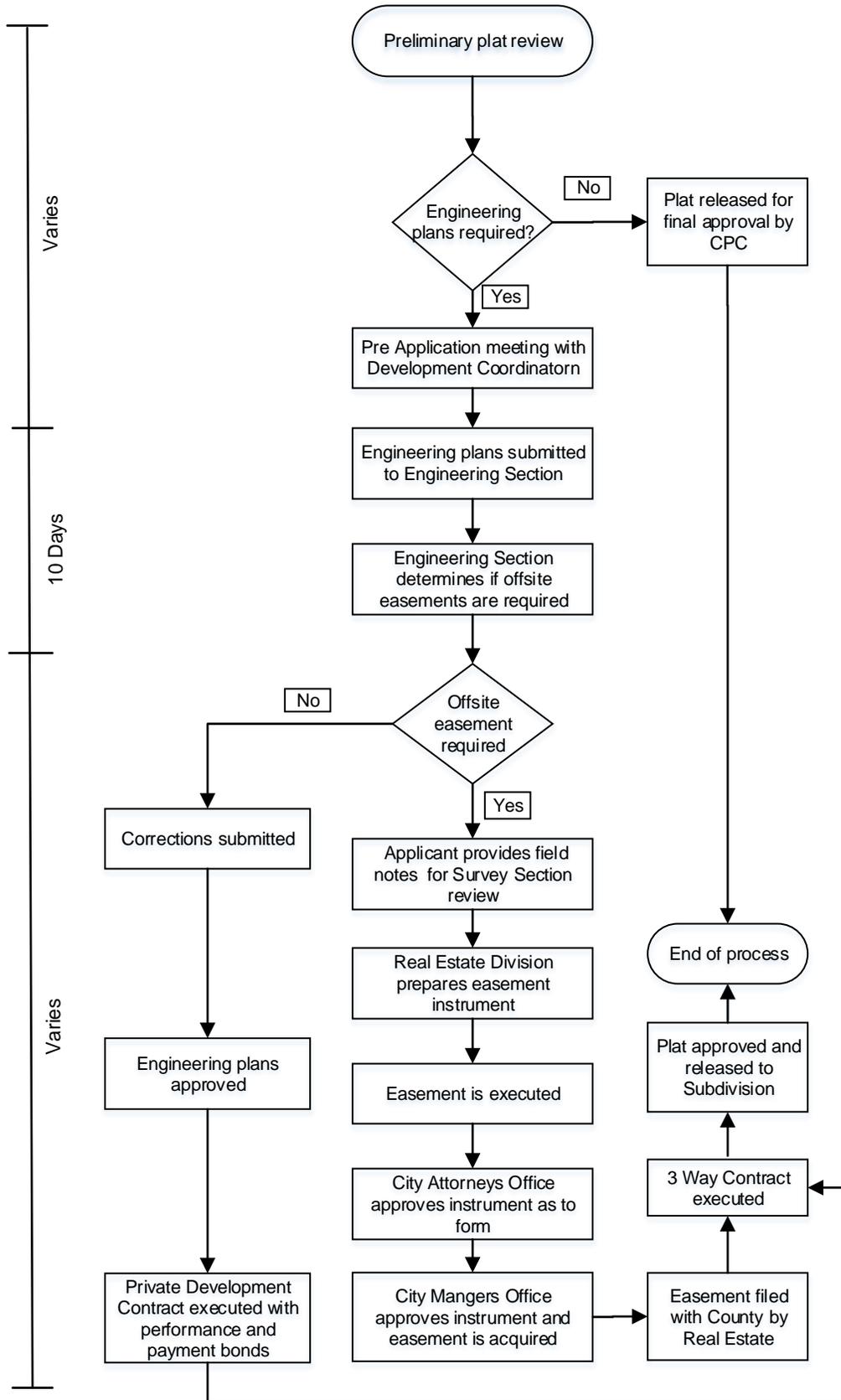
**Figure 1**

# Platting Process-Subdivision



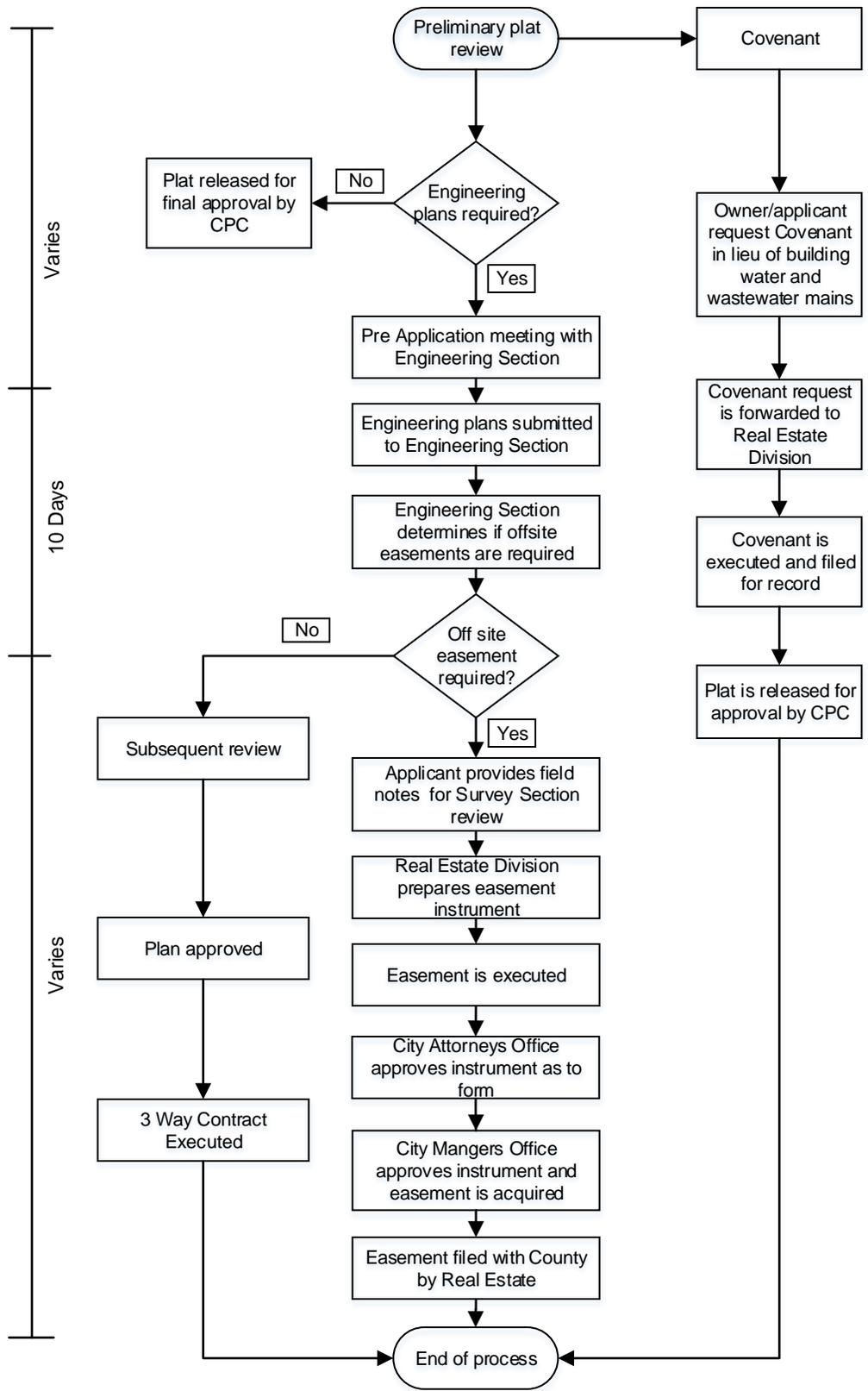
**Figure 2**

# Platting Process-Engineering Review-Paving and Storm Drainage Section



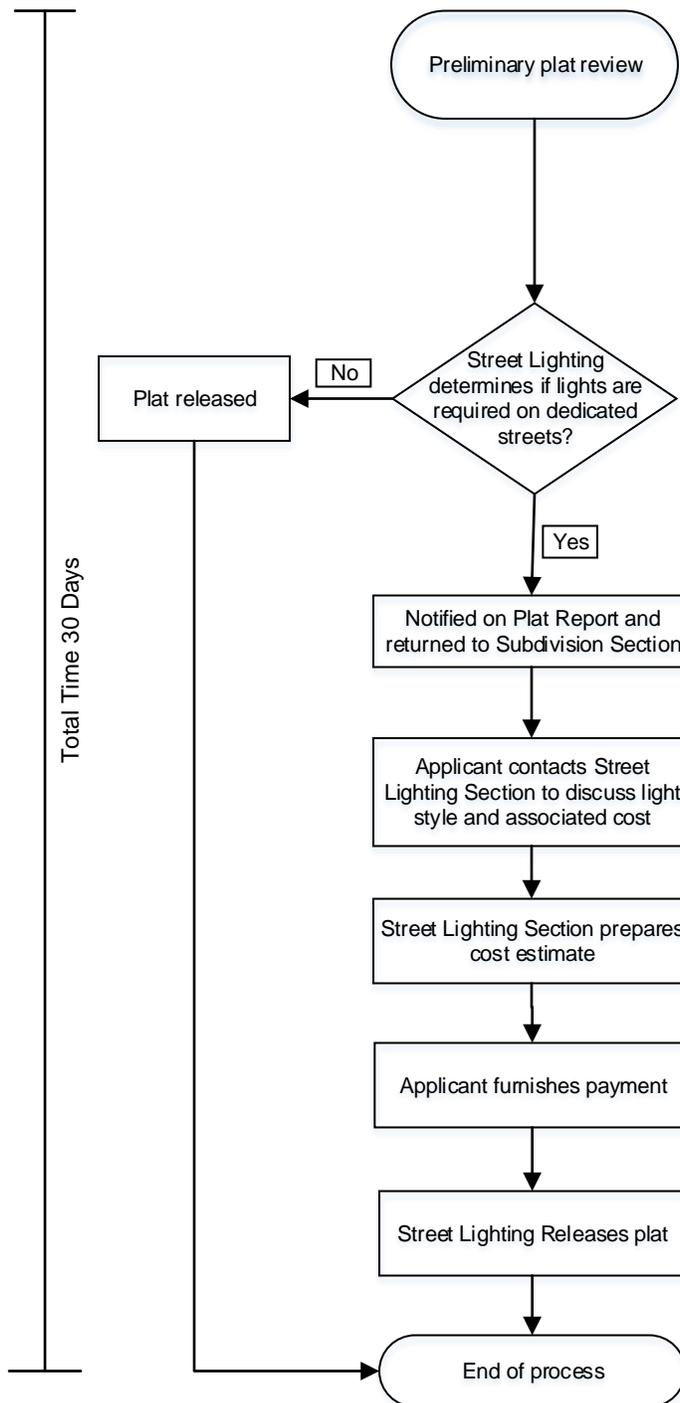
**Figure 2A**

# Platting Process-Engineering Review-Water/Waste Water Section



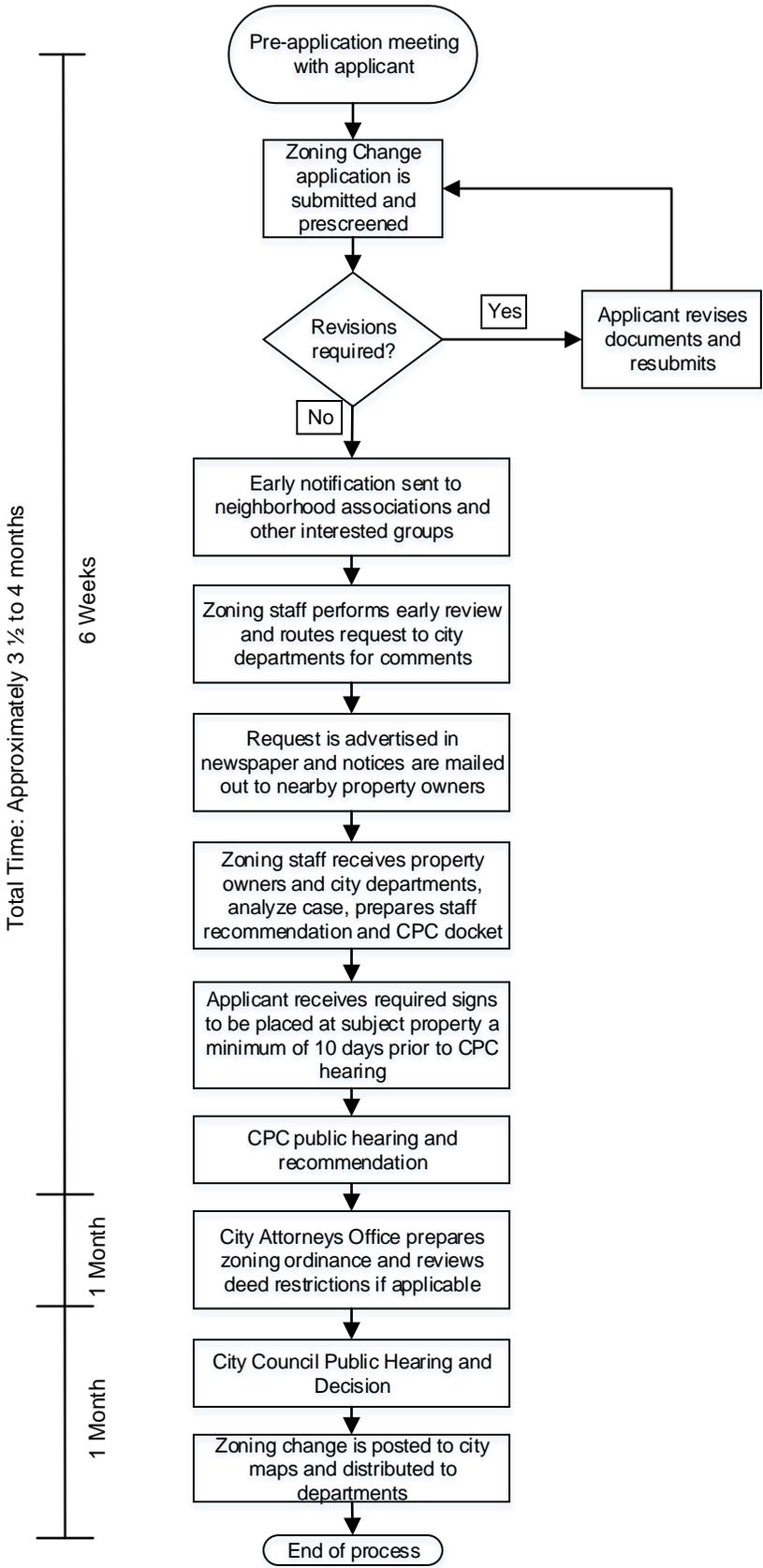
**Figure 2B**

# Platting Process-Public Works-Street Lighting Review



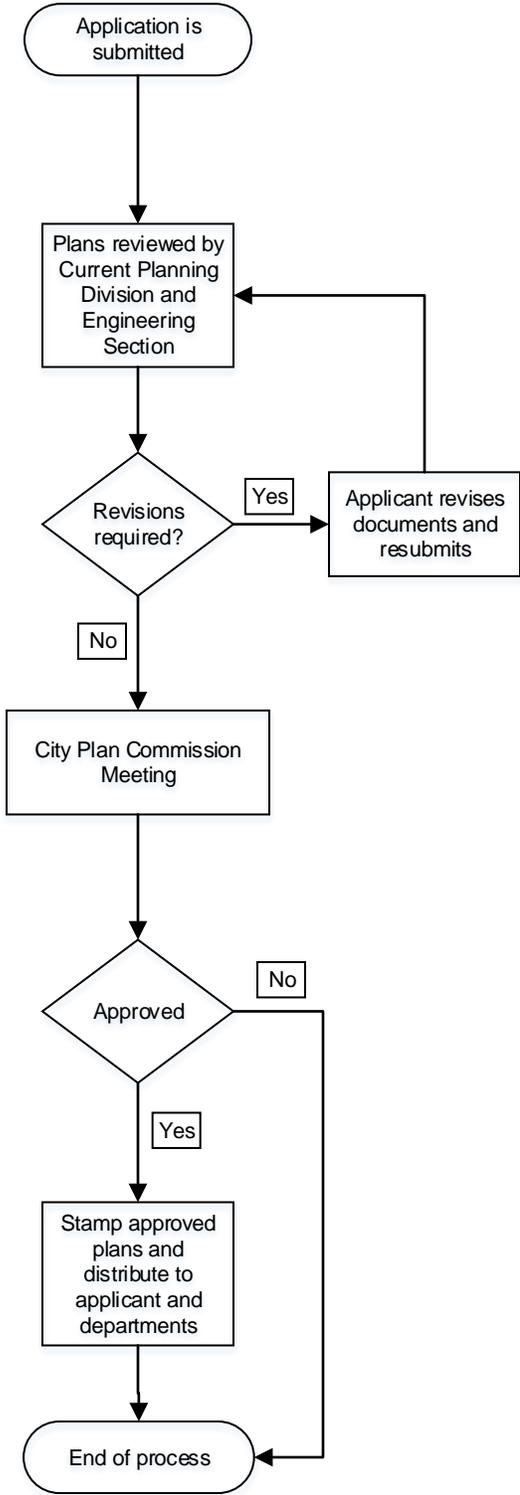
**Figure 2C**

# Zoning Change Process



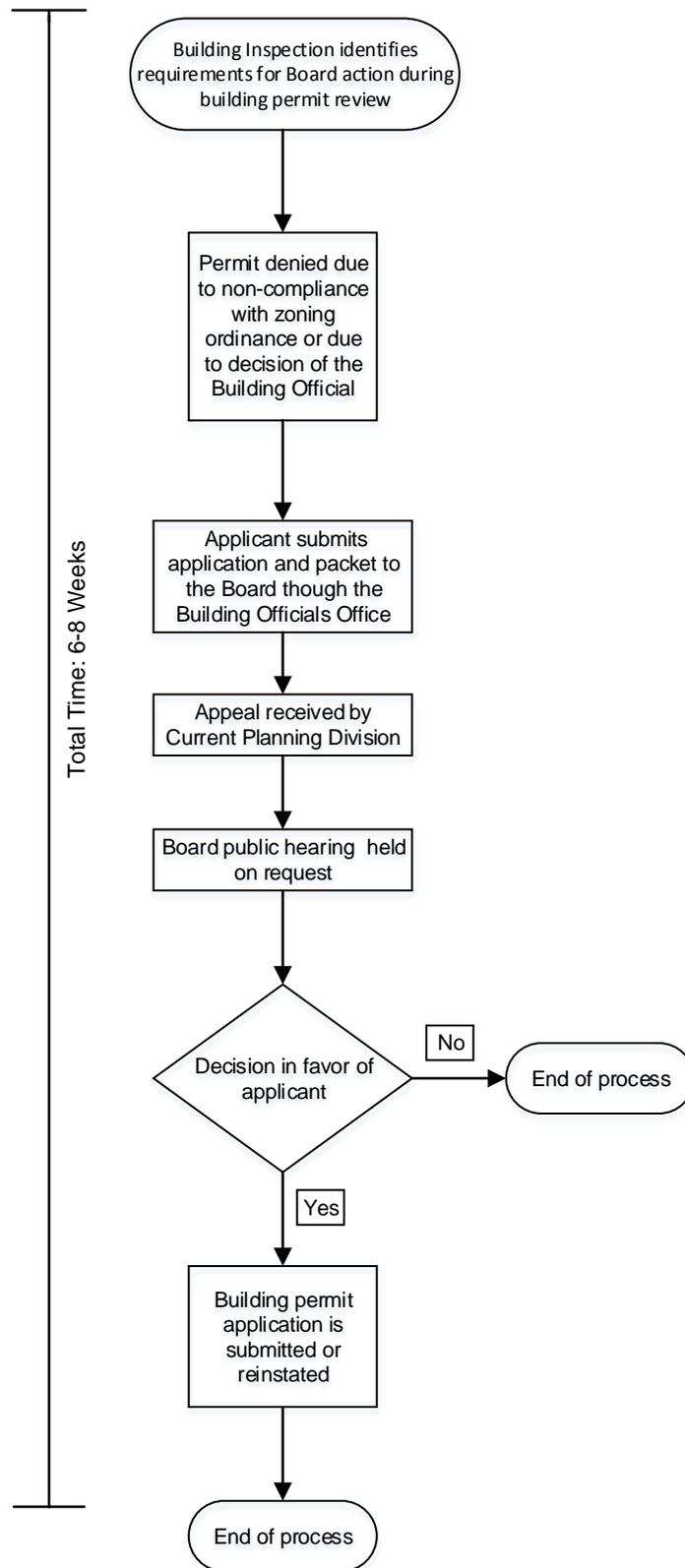
**Figure 3**

# Development Plan Process



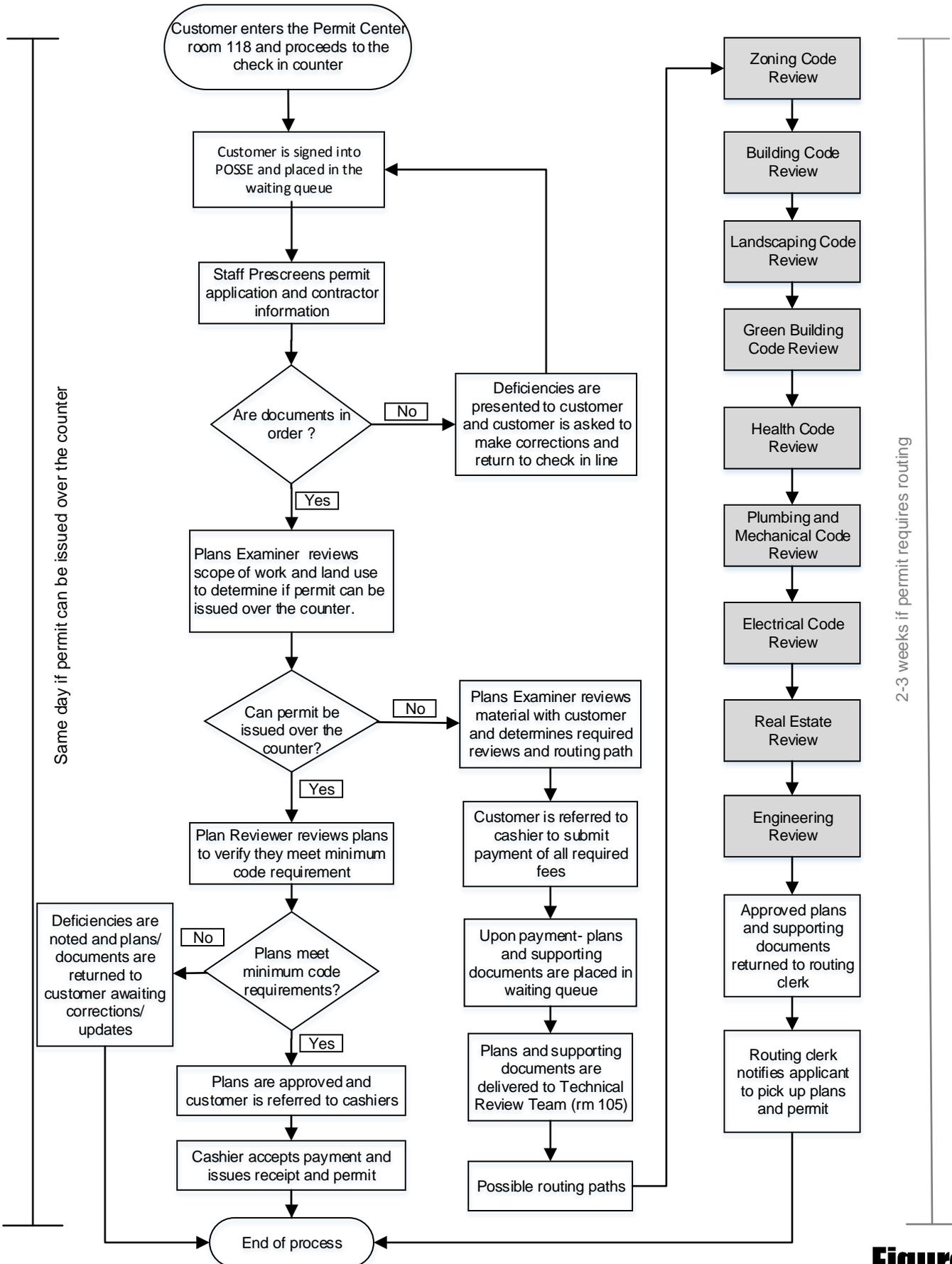
**Figure 4**

# Zoning Board of Adjustment Process



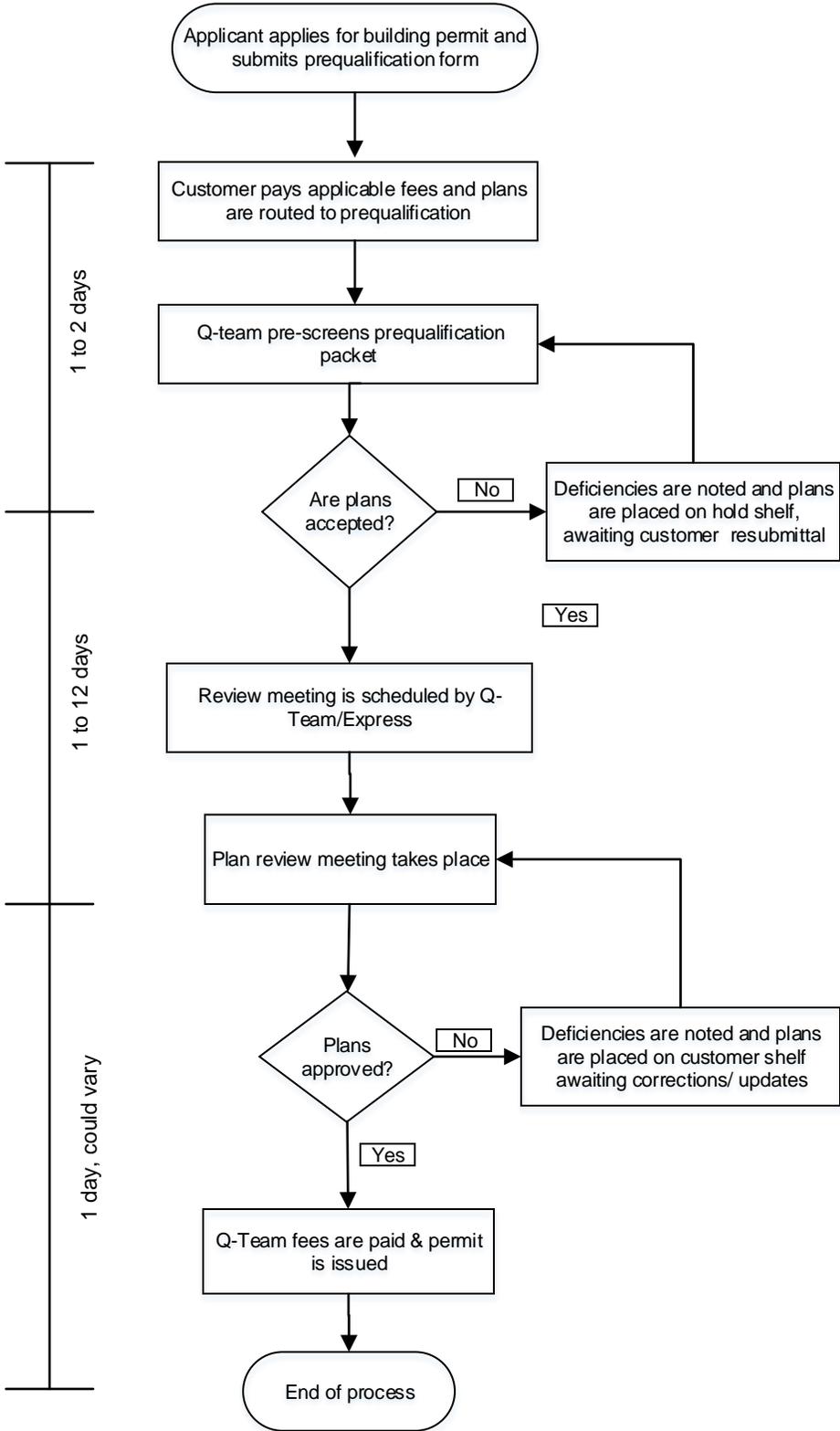
**Figure 5**

# Permit Review/Intake Process



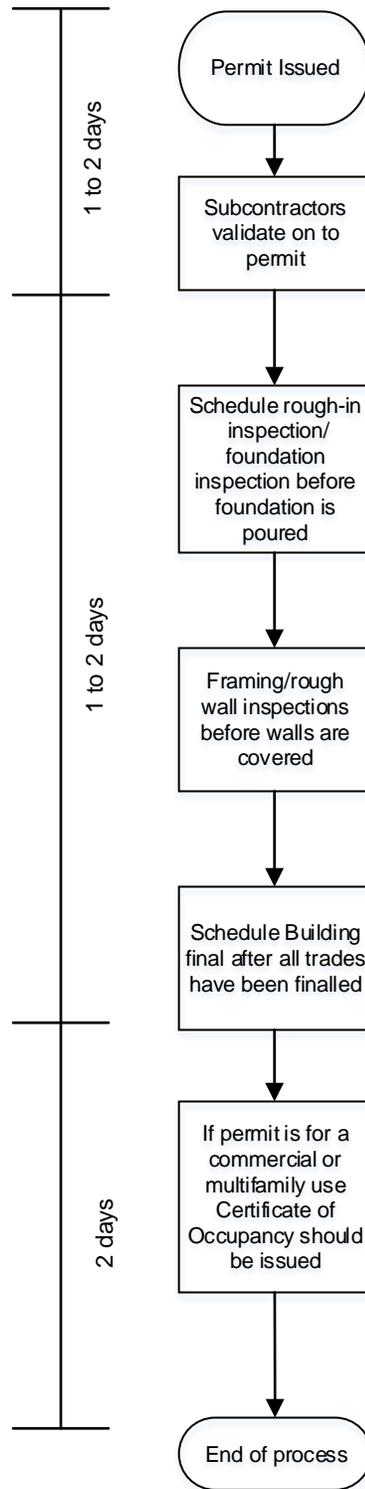
**Figure 6**

# Q-Team/Express Plan Review Process



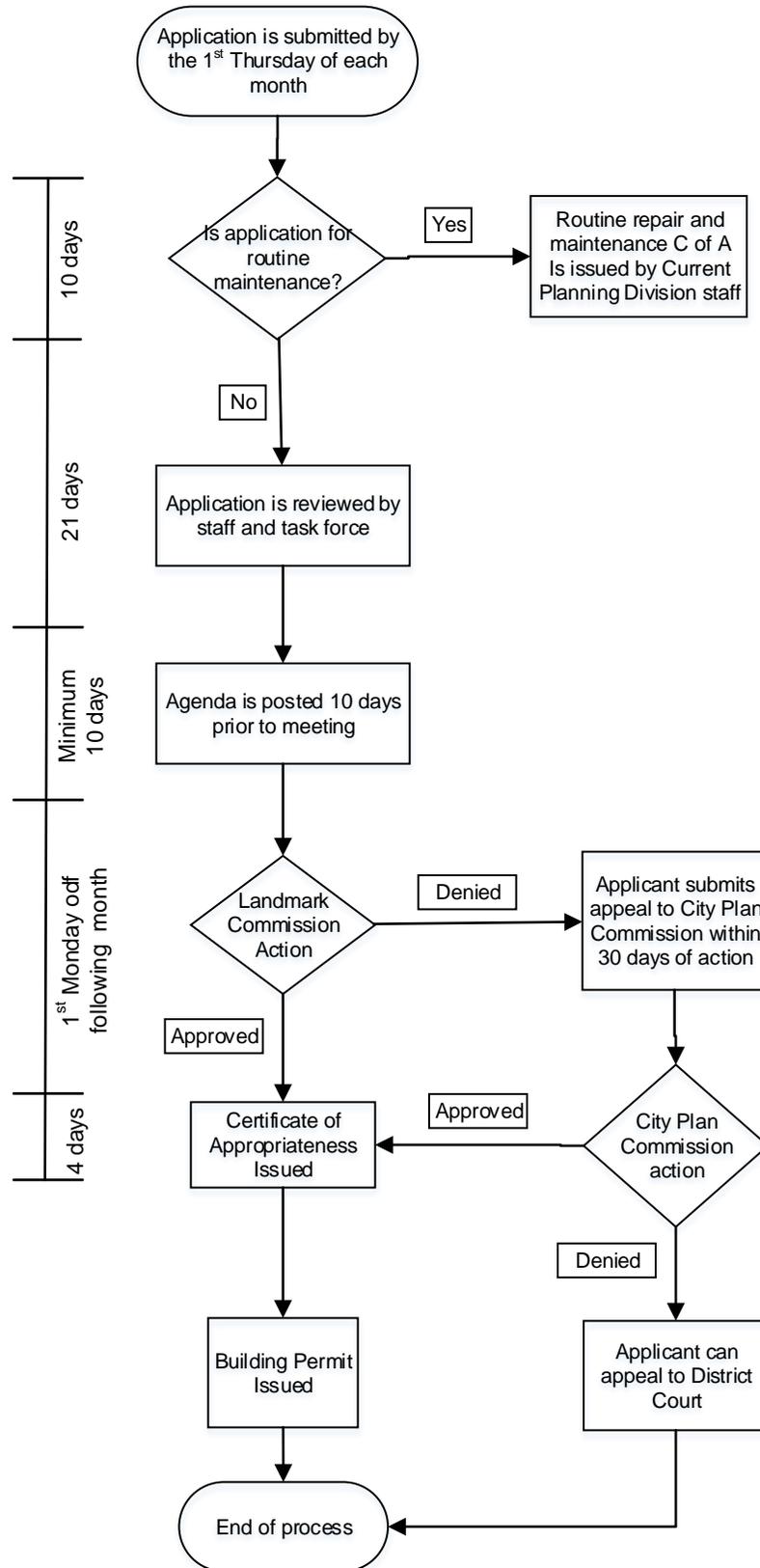
**Figure 7**

# Contractor Approval Process for Construction Inspection



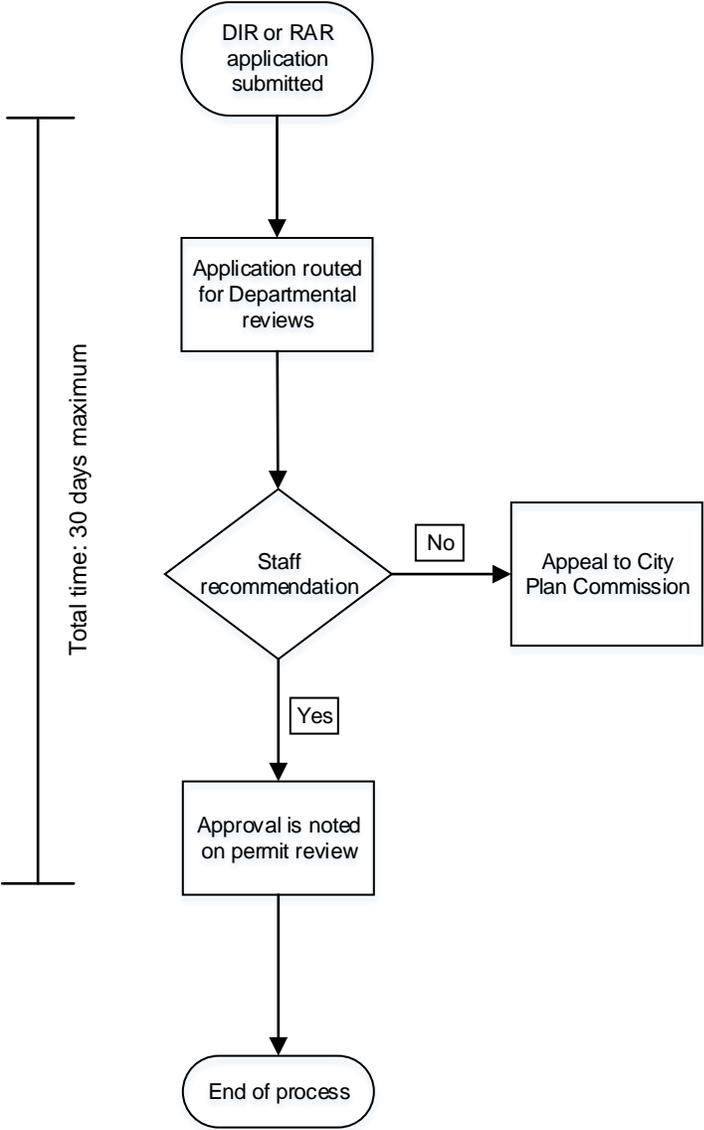
**Figure 8**

# Certificate of Appropriateness Process



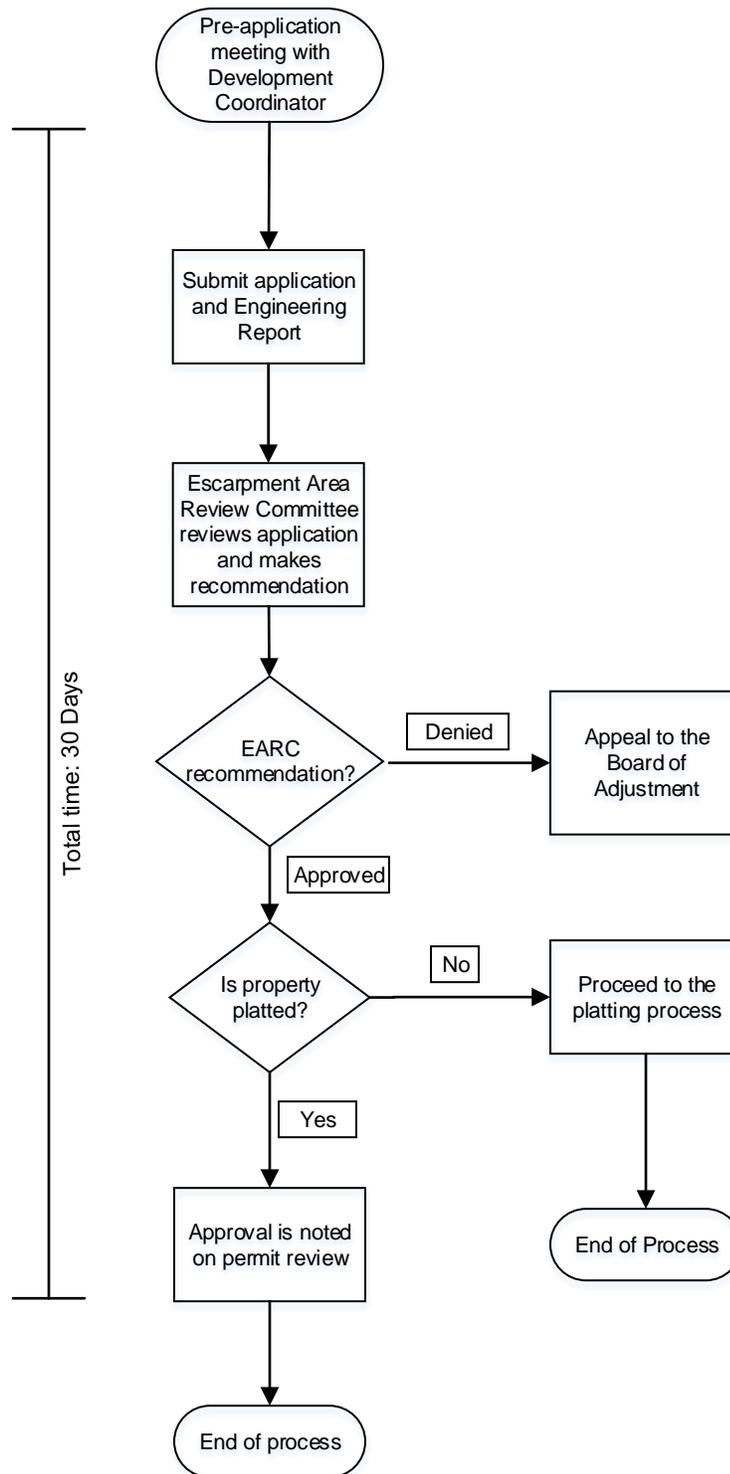
**Figure 9**

# Development Impact Review (DIR) & Residential Adjacency Review (RAR)



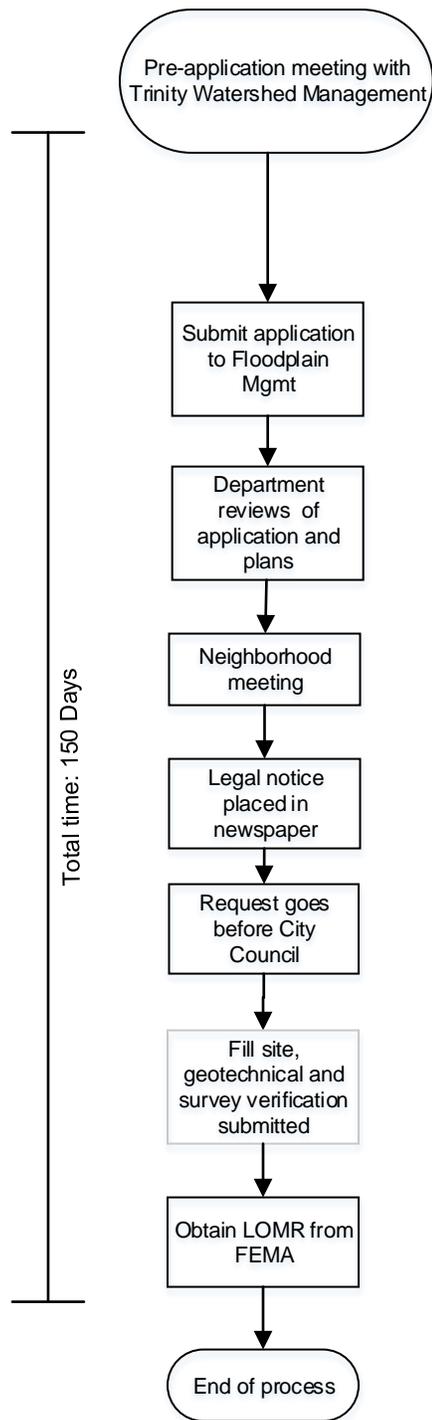
**Figure 10**

# Escarpment Permit Process



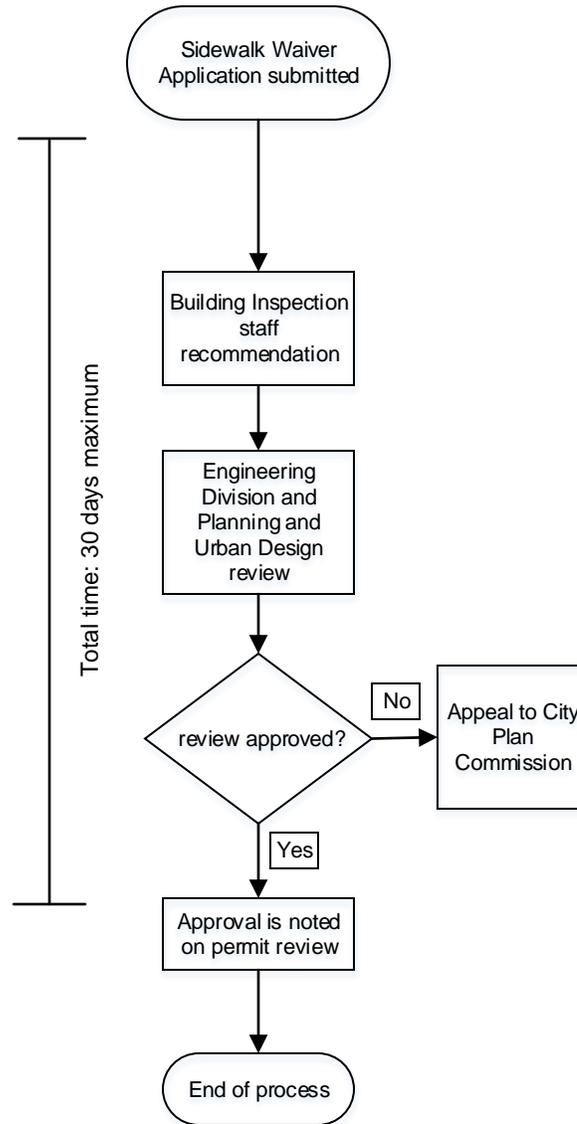
**Figure 11**

# Floodplain Fill Permit Process



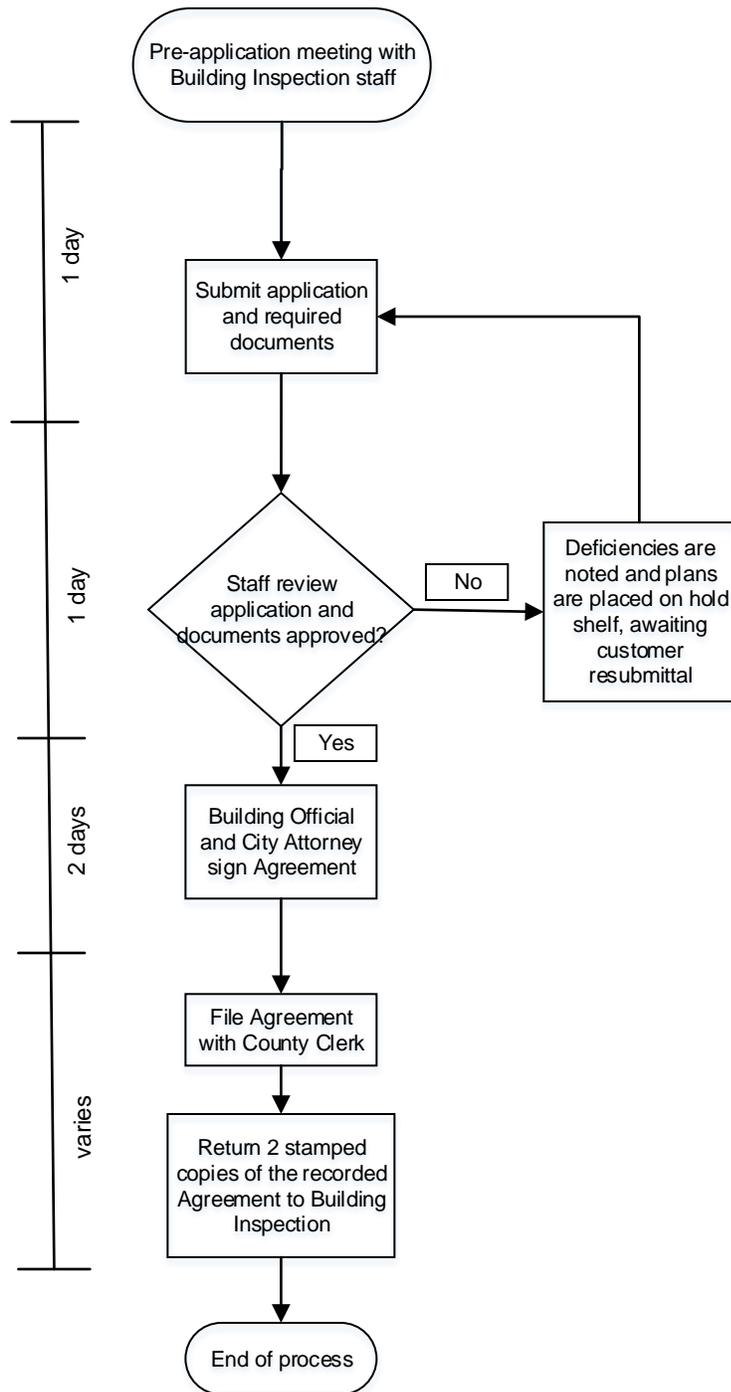
**Figure 12**

# Sidewalk Waiver Process



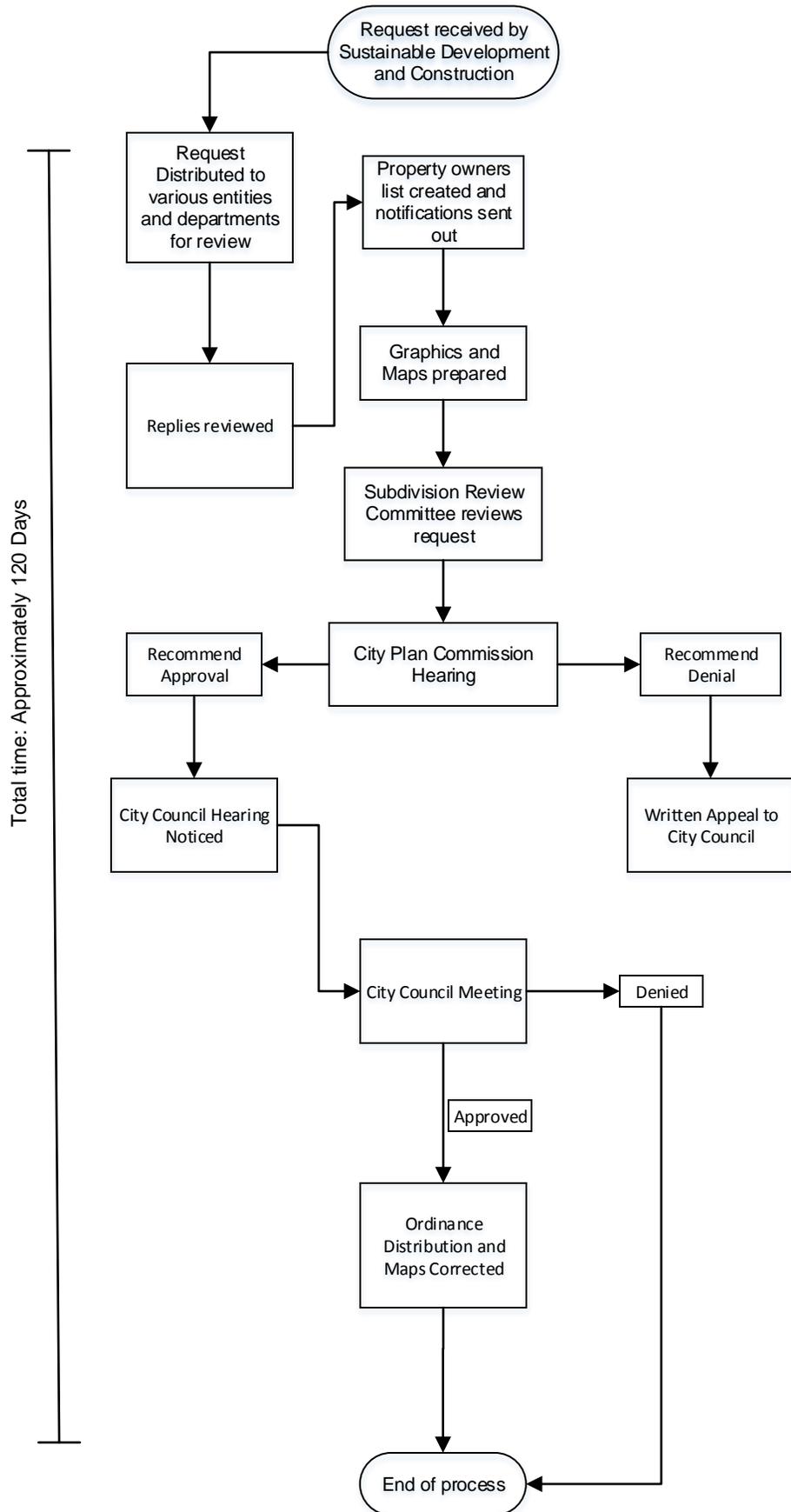
**Figure 13**

# Special Parking Process



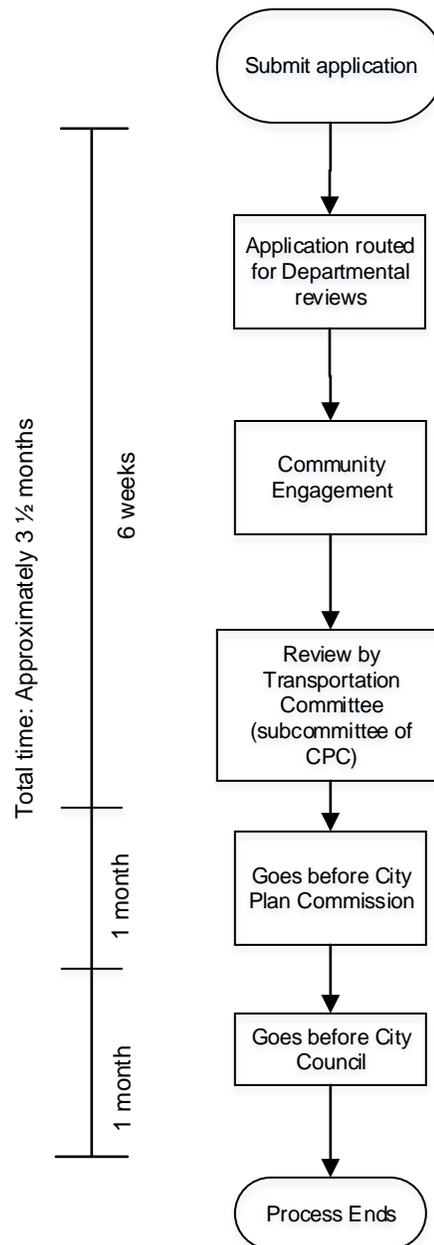
**Figure 14**

# Street Name Change Process



**Figure 15**

# Thoroughfare Amendment Process



**Figure 16**