

**City of Dallas**  
**Development Services**  
**Application for Predevelopment Meeting**

Development name \_\_\_\_\_  
Development address \_\_\_\_\_  
Contact name \_\_\_\_\_  
Contact firm \_\_\_\_\_  
Contact phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Site Questions:**

Size of the development in acres \_\_\_\_\_ or square footage \_\_\_\_\_  
Estimated cost of improvements as development is proposed \_\_\_\_\_  
Number of dwelling units \_\_\_\_\_ Square feet of retail \_\_\_\_\_  
Square feet of office \_\_\_\_\_ Square feet of warehouse \_\_\_\_\_  
Square feet of manufacturing \_\_\_\_\_ Square feet of other \_\_\_\_\_  
Proposed height \_\_\_\_\_ Green design? \_\_\_\_\_ Is the site platted? \_\_\_\_\_  
Do you plan to have a Traditional Plan Review \_\_\_\_\_ or an Express Plan Review \_\_\_\_\_  
Brief description of development:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Staff Requests for Predevelopment meetings**

We are requesting the following staff members to attend our meeting:

- \_\_\_\_\_ Building Code
- \_\_\_\_\_ Electrical Code
- \_\_\_\_\_ Engineering Drainage/grading/paving/circulation
- \_\_\_\_\_ Engineering Water/wastewater
- \_\_\_\_\_ Fire protection engineer
- \_\_\_\_\_ Fire Rescue department
- \_\_\_\_\_ Historic
- \_\_\_\_\_ Landscaping
- \_\_\_\_\_ Mechanical & Plumbing Codes
- \_\_\_\_\_ Real Estate abandonment and license
- \_\_\_\_\_ Sanitarian (Food preparation for public)
- \_\_\_\_\_ TIF \_\_\_\_\_ TIF name
- \_\_\_\_\_ Trinity River Corridor Development
- \_\_\_\_\_ Zoning

To obtain a predevelopment meeting please fill out this form including the Development and Construction Checklist below and submit it with a site plan and other pertinent information to the development coordination staff.

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Fax: 214-948-4204

## DEVELOPMENT AND CONSTRUCTION REVIEW CHECKLIST

**Check one**

Process	Need	Don't Need	Don't Know	Dev Guide	Process Time	Notes
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### Land Development Review

Development Coordination				Page 8	1 week	Voluntary, no cost service
Zoning Change				Page 20	12 weeks	Requires both City Plan Commission and City Council review. May require a "Traffic Impact Analysis"
Abandonment/Private License				Page 11	12 weeks	Requires City Council review
Platting Process				Page 14	8 week varies	Determine if site is a "legal building site". Requires City Plan Commission review
Development Plan				Page 23	4 weeks	City Plan Commission review. Usually only required in Planned Development Districts
Board of Adjustment				Page 26	8 weeks	BDA does not meet in July
Tree Survey				Page 29	Varies	May be required when applying for a plat, zoning change or building permit. A tree removal permit may be required under some circumstances
Escarpment Review				Page 47	4 weeks	Review by city staff
Engineering Review Paving and Drainage				Page 15	4 weeks varies	Required when infrastructure improvements are made (typically associated with platting). Storm water drainage plans are checked
Engineering Review- Water/Wastewater/Fire Protection				Page 15	4 week varies	Required when infrastructure improvements are made (typically associated with platting). Capacity of water/wastewater lines need to be checked.
Floodplain Fill Permit				Page 50	3 to 5 months	Requires Corp of Engineers and FEMA involvement
Amend Thoroughfare Plan				Page 31	14 weeks	Requires City Plan Commission and City Council vote
Research: Is my site a former landfill?				N/A		Research the "Interactive Maps"-See page 84
Research: Has my site been a cemetery?				N/A		Research the "Interactive Maps"-See page 84
Research: Is my site a "Brownfield"?				N/A		Go to <a href="http://dallascityhall.org">dallascityhall.org</a> , click on "City Departments"; "Office of Economic Development"; "Brownfields"
Research: Is my site close to an Airport?				N/A		Platting close to an airport may require an "avigation" easement.

## Construction Review

Paving and Grading Permit				N/A	varies	Allows a project to get started prior to approval of the Building Permit. May also require Tree Removal Permit and Storm Water Pollution Prevention Plan
Street Name Change				Page 59	4 months	Requires City Council vote
Certificate of Appropriateness				Page 42	4 weeks average	Needed for historic buildings & may require Landmark Commission hearing
Special Parking Agreement				Page 55	2 weeks	Used for off-site parking. Agreement becomes a Deed Restriction
Street Lighting				Page 57	4 weeks	Involves Public Works and Transportation and Oncor Electric
Sidewalk Waiver				Page 53	3 weeks	
Development Impact review				Page 45	10 days	Processed concurrently with construction permit. Requires expanded site plan
Site plan Review				Page 34	4 weeks	Can be submitted with building permit application or separately. Detailed layout required including parking and ingress/egress points
Building Permit Review				Page 34	2 weeks	Includes landscape plan review-see page 55
Express Plan Review				Page 37	2 weeks	Expedited site and building permit review for extra fees
Sign Permit Review				Page 63	6 weeks	Review time varies from 2 days to 6 weeks
Residential Adjacency Review				Page 45	2 weeks	Processed concurrently with building permit review
Construction Approval/ Certificate of Occupancy				Page 39	varies	Larger projects typically schedule a pre-construction conference with District Mgr.
Paving and Grading Permit				N/A	varies	Allows a project to get started prior to approval of the Building Permit
Storm Water Pollution Prevention Plan (SWPPP)				N/A	varies	See page 84-research City internet site for "Storm Water"