



Development Services

"TOGETHER WE ARE BUILDING A SAFE AND UNITED DALLAS"

BOARD OF ADJUSTMENT APPLICATION INTAKE PROCESS

Submittal of a Board of Adjustment application can easily be done in **3 STEPS** described below:

- 1. PRESCREEN**- The applicant can drop off or submit all the items required to file a board case (see checklist in BDA packet) to BDAappintake@dallas.gov. The Senior Plans Examiner/Development Code Specialist will review the documents to verify information such as legal address, property owners, tax information, type of request needed, signatures, etc. are accurate and complete. Once the prescreen has been completed, the Senior Plans Examiner/Development Code Specialist will reach out to the applicant to discuss the request, the standards that must be met, and to request revisions/additional information that may be required. If needed, an appointment to go over these items (**consultation**) will be scheduled. Otherwise, the application has been deemed complete and can be accepted. An appointment will be scheduled with the applicant for an **intake** appointment to come in and submit the original documents, pay the fees, and pick up signs.
- 2. CONSULTATION-this may/may not be needed depending on the request in the BDA case**- An appointment will be scheduled for a consultation to go over in depth the requirements/information that was reviewed. This is typically done after the prescreen once the Senior Plans Examiner/Development Code Specialist has reviewed and researched the request and find it necessary to get additional information from the applicant.
- 3. INTAKE-By appointment only**-Only complete applications will be accepted. This means the Senior Plans Examiner/Development Code Specialist would have already reviewed the application and provided the applicant with comments; The application can now be deemed as complete and can be accepted. An appointment will be scheduled with the applicant/representative for the intake process. At this time the applicant will submit the original and final documents, pay the fees, and pick up signs.

*****A BDA application is only considered a complete application when the Senior Plans Examiner/Development Code Specialist has approved all items from the checklist and stamps the application.*****

*****Revisions or additional information (contingent on the request) may be requested by the Senior Planner.*****

*****Appointments will not be scheduled during our monthly hearing dates.*****

Scan the QR Code below for BDA Packet which includes checklist or click on this link:

https://dallascityhall.com/government/meetings/DCH%20Documents/zoning-board/BDA_Instructions_01-18-18.pdf

