



DEVELOPMENT PLAN / MINOR AMENDMENT INFORMATION PACKET

Submitting a Plan Related Request

To submit a plan related request, collect the appropriate requirements (see checklist below). A detailed explanation of each requirement is provided in this document. Each requirement explanation will be referenced to the letter in the far left column.

Bring the collected requirements to the Current Planning Section of the Department of Development Services in Room 5BN at Dallas City Hall located at 1500 Marilla Street. A planner will review your submission for completeness. **An incomplete application will not be accepted.** If your submission is incomplete, a planner will provide you with a list of requirements to make your request acceptable for submission.

The Current Planning Section conducts submission reviews Monday through Friday between 8:00 a.m and 4:30 p.m. subject to staff availability. On Thursday, staff is at the City Plan Commission meeting and a planner may not always be available during this time.

Please note that Minor Amendment requests are public hearings and require notification to property owners within 200 feet of the area of request 10 days prior to the City Plan Commission hearing. The request will not be notified until the plan(s) is complete.

It is recommended that you **contact the Plan Commissioner** for the area to discuss the request after submission of the application.

Miscellaneous Item Zoning Change Request Checklist

Development &/or Landscape Plan Review		Minor Amendment		
A	Application Form	<input type="checkbox"/>	Application Form	<input type="checkbox"/>
B	Proper Signatures	<input type="checkbox"/>	Proper Signatures	<input type="checkbox"/>
C	Letter of Authorization	<input type="checkbox"/>	Letter of Authorization	<input type="checkbox"/>
D	Statement of Request	<input type="checkbox"/>	Statement of Request	<input type="checkbox"/>
E	Zoning Location Map	<input type="checkbox"/>	Zoning Location Map	<input type="checkbox"/>
F	List of partners/principals/officers	<input type="checkbox"/>	List of partners/principals/officers	<input type="checkbox"/>
G			Site plans* (SUP) (3 folded)	<input type="checkbox"/>
H	Landscape plans* (6 folded)	<input type="checkbox"/>	Landscape plans* (SUP/PDD) (3 folded)	<input type="checkbox"/>
I	Development plans* (6 folded)	<input type="checkbox"/>	Development plans* (PDD) (3 folded)	<input type="checkbox"/>
J	Application Fee	<input type="checkbox"/>	Application Fee	<input type="checkbox"/>

*8.5 x 11 copy of plans is required
 Not all requirements apply to all requests.

The Planner assigned to your request will contact you with a **tentative** City Plan Commission (CPC) hearing date and work closely with you to hold that date. After staff has reviewed any submitted plans, we will communicate any concerns and/or problems with the submission. It is your responsiveness to providing staff with any additionally requested, necessary information which will determine when your request will be scheduled and therefore considered by the City Plan Commission.

Requirement Explanations

A	Application Form <ul style="list-style-type: none">▪ Please provide the information requested on the Development Plan/Minor Amendment Application.▪ Applicant, representative and owner information will be required as appropriate. Also see requirements E, F, and G.▪ Staff can answer some site information questions you may have. Staff can be reached at 214-670-4209.
B	Proper Signatures <ul style="list-style-type: none">▪ The applicant, representative, and/or owner must sign the application and/or the letter(s) of authorization.
C	Letter of Authorization <ul style="list-style-type: none">▪ If the applicant and the owner are not the same person, the relationship between the two must be documented in a letter authorizing the applicant to act on the owner's behalf in pursuing the requested zoning change.▪ If a representative is retained by an owner to pursue a zoning change request, the relationship between the two must be documented in a letter authorizing the representative to act on the owner's behalf.
D	Statement of Request <ul style="list-style-type: none">▪ Indicate the reason for the submittal.▪ For a Minor Amendment request, please include a detailed list, which summarizes all of the requested changes.
E	8 ½" x 11" Zoning Location Map <ul style="list-style-type: none">▪ Can be obtained at City Hall Room, 5CN for \$1.00 each.▪ Please <u>outline</u> the area of request in red. Do <u>not</u> shade the area of request or use any pattern.▪ If you are using the DVD, the following items must be met:<ul style="list-style-type: none">▪ Print from the Layout View▪ Print a black and white copy▪ Select one of the following scales, depending on the size of the area of request: 2400, 4800, 6000, 9600, 12,000, 20,000▪ The following layers must be displayed on the map:<ul style="list-style-type: none">▪ Block and Lot Info –check everything▪ GIS Data – check parcel06cert (or current parcel layer), streets, DISD sites 2003, parks▪ Zoning Layers – check everything▪ Only the current quarter's map will be accepted. The date of the DVD must be displayed on the map.
F	List of Partners/Principals/Officers <ul style="list-style-type: none">▪ If the applicant and/or owner are a corporation, partnership, or trust; then a list of partners, principals, or officers must be provided so that any conflict of interest by a City Plan Commissioner or Council Member can be identified.
G	Site Plan – Minor Amendments <ul style="list-style-type: none">▪ Site Plans are associated with Specific Use Permits (SUP).▪ Three (3) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. It is common practice that plans will need to be revised after staff review. Once the plan meets all requirements, a total of seven (7) full-sized, folded plans and one (1) 8.5x11 plan will be required.▪ The following are the minimum requirements, which should be provided as appropriate.<ul style="list-style-type: none">– Title block with:<ul style="list-style-type: none">+ North arrow;+ Scale (architect or engineer);+ Title and address of the proposed development;+ Date of preparation and revisions;+ Plan label (i.e. Site Plan, Development Plan, Landscape Plan);– Dimensions, bearings and street frontage of the property;– Location of buildings, structures and uses;– Building setbacks from property lines (after Right-of-Way dedications);– The method of ingress and egress;– A 20 foot visibility triangle at all entries and exits to the property;– A 45 foot visibility triangle at street and alley intersections;– Off-street parking and loading arrangements;– Screening, lighting and landscaping;– Contour lines at no less than five foot intervals;– Location of flood plain, escarpment, water bodies, creeks, marshes or drainage areas;– Location of all trees including caliper, common name and scientific name;– Location, identification and dimensions of all existing public and private easements;– Location/vicinity map showing major circulation routes and any landmarks that would locate the site.––

Requirement Explanations

Landscape Plan

- The landscape requirements listed below may be submitted alone as a Landscape Plan or added to a Development Plan or a Site Plan and submitted as a Development/Landscape Plan or a Site/Landscape Plan.
- Minor Amendment: Three (3) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. It is common practice that plans will need to be revised after staff review. Once the plan meets all requirements, a total of seven (7) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- Development Plan: Six (6) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. Once the plan meets all requirements, a total of six (6) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- Full-sized plans should be folded so that the title block, located in the lower right hand corner, is showing.
- If your plan requires the Article X landscaping standards of the Dallas Development Code, then please refer to the Article X Landscaping Checklist included in this packet.
- In addition to the Site Plan requirements (see requirement G), please provide the following additional information as it applies to submit a separate Landscape Plan:
 - Show the location of:
 - + Curbs, wheel stops, or other permanent barriers that protect the landscape area;
 - + Turf areas;
 - + Earthform barriers (berms) should be represented by one foot contour intervals;
 - + Irrigation methods for required landscaping.
 - Plant Schedule to include:
 - + Legend, symbol or abbreviation of plant types;
 - + Quantity of each plant type;
 - + Plant name (both common and scientific);
 - + Size at time of planting (container, height, spread, caliper and/or spacing as appropriate);
 - + Plant divisions (i.e. trees versus shrubs versus ground cover).

I Development Plan

- Minor Amendments: Three (3) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. It is common practice that plans will need to be revised after staff review. Once the plan meets all requirements, a total of seven (7) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- Development Plan: Six (6) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. Once the plan meets all requirements, a total of six (6) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- Plans should be folded so that the title block, located in the lower right hand corner, is showing.
- The Development Plan requirements listed below may be submitted alone as a Development Plan or added to a Landscape Plan and submitted as a Development/Landscape Plan.
- In addition to the Site Plan requirements (see requirement G), the following requirements should be provided as appropriate:
 - Title block with:
 - + North arrow;
 - + Scale (architect or engineer);
 - + Title and address of the proposed development;
 - + Date of preparation and revisions;
 - + Plan label (i.e. Development Plan, Development/Landscape Plan);
 - Any proposed public or private streets and alleys;
 - Building sites;
 - Areas proposed for dedication or reserved as parks, open space, parkways, playgrounds, utility and garbage easements, school sites, street widening or street changes;
 - The points of ingress or egress from existing public streets;
 - An accurate survey of the boundaries of the site (a metes and bounds drawing will suffice);
 - Site topography at no less than 5 foot contour intervals or spot grades where relief is limited;
 - Location of proposed land uses;
 - The location and the minimum distance between buildings, buildings and property lines, street and alley right-of-ways, and private streets;
 - The arrangement of off-street parking and loading;
 - Indication of any special traffic regulation facilities proposed or required;
 - Screening, landscaping, and major tree groupings to be retained if this information is essential to the proper arrangement of the development in relation to the adjacent property and internal land uses;
 - Indication of each phase of development if separate phases are proposed.

J Application Fees

- The application fees for a site plan related request must be paid at the time of application.

Article X Landscape Checklist

To meet the Article X landscape requirements of the Dallas Development Code, the following standards apply. For specific questions regarding the landscape requirements, a City Arborist can be contacted at 214-948-4480.

Mandatory Provisions <i>Article X requirements except where noted below</i>	Design Standards <i>Must provide two of the nine listed below</i>
<p style="text-align: center;">Protected Tree Mitigation <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Caliper per caliper inch replacement required ▪ Building permit or tree removal permit required ▪ Refer to the list of approved replacement trees^A ▪ Tree survey and replacement plan may be required 	<p style="text-align: center;">Enhanced Perimeter <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum average width > or = 15 feet ▪ Refer to the list of approved plant groups^B
<p style="text-align: center;">Perimeter Landscape Buffer <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum 10 foot width from property line where residential adjacency occurs ▪ Refer to list of approved plant groups^B 	<p style="text-align: center;">Street Buffers <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum 10 foot width or 10% lot depth from property line (whichever is less) ▪ Required along the entire public street frontage ▪ Refer to list of approved plant groups^B
<p style="text-align: center;">Screening of Off-Street Loading Spaces <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Required where residential adjacency and public street adjacency occur (except in CS Commercial Service and Industrial districts) ▪ Minimum of 6 foot height ▪ Refer to the methods of screening^C 	<p style="text-align: center;">Screening of Off-Street Parking <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Mandatory requirement only for all Office Districts ▪ Large evergreen shrubs 3 feet in height at time of installation (7-9 gallon) ▪ Required along the entire frontage of the parking lot except at driveways and visibility triangles ▪ Spaced three feet on center
<p style="text-align: center;">Site Trees <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum of 4 trees must be provided ▪ Minimum of 2 inch caliper trees must be provided ▪ Minimum of 1 tree per 4,000 square feet of lot area 	<p style="text-align: center;">Enhanced Vehicular Pavement <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum 25% of all outdoor vehicle pavement ▪ Brick, stone or grass pavers ▪ Exposed aggregate or stamped and stained concrete ▪ Mutually exclusive from the Permeable Vehicular option^D
<p style="text-align: center;">Street Trees <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum of 2 large trees must be provided^E ▪ Minimum of 3 inch caliper large trees must be provided^E ▪ Minimum of 1 large tree per 50 feet of street frontage^E ▪ Must be located within 30 feet of projected street curb 	<p style="text-align: center;">Permeable Vehicular Pavement <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum 25% of all outdoor vehicle pavement ▪ Gravel is not acceptable ▪ Permits water penetration to soil depth > or = 18 inches ▪ Mutually exclusive form the Enhanced Vehicular option^D
<p style="text-align: center;">Parking Lot Trees <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum of 2 inch caliper trees must be provided ▪ All required parking spaces must be located within 30 feet of projected street curb ▪ Must be planted no closer than 2-½ feet from paving or concrete 	<p style="text-align: center;">Pedestrian Facilities <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum 5% of total lot area ▪ Publicly accessible facilities including plazas, covered walkways, fountains, lakes, ponds, seating areas and outdoor recreation facilities
<p style="text-align: center;">Screening of Off-Street Parking <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Mandatory requirement only for all Office Districts ▪ Large evergreen shrubs 3 feet in height at time of installation (7-9 gallon) ▪ Spaced three feet on center ▪ Required along the entire frontage of the parking lot except at driveways and visibility triangles 	<p style="text-align: center;">Foundation Planting Strip <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Minimum 3 foot wide bed along 50% of the portion of the foundation that faces the street ▪ Must contain large evergreen shrubs at least 3 feet in height at time of installation (7-9 gallon)
<div style="background-color: #cccccc; height: 100px;"></div>	<p style="text-align: center;">Understory Preservation <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Preserved understory must occupy a minimum 5% of the lot area ▪ Grouping of natural low-level woody, herbaceous or ground cover species
<div style="background-color: #cccccc; height: 100px;"></div>	<p style="text-align: center;">Enhanced Pedestrian Walkways <input type="checkbox"/></p> <ul style="list-style-type: none"> ▪ Must occupy a minimum 5% of the lot area ▪ Enhanced pavement intended for pedestrian use

^A Refer to the Dallas Development Code 51-A Section 10.134(b)
^C Refer to the Dallas Development Code 51-A Section 4.602(b)(3)
^E Refer to the Dallas Development Code 51-A Section 10.101(13)

^B Refer to the Dallas Development Code 51-A Section 10.125(b)(7)
^D Use of one cannot be counted towards use of the other



Department of Development Services

1500 Marilla Street Room 5B North Dallas, TX 75201 Phone 214.670.4209 Fax 214.670.4210

Development Plan / Minor Amendment Application

September 2007

Provide the following information. (Please print).

Applicant		Representative		Owner	
Owner <input type="checkbox"/> <input type="checkbox"/> Prospective Buyer Tenant <input type="checkbox"/>				Individual <input type="checkbox"/> <input type="checkbox"/> Corporation Partnership <input type="checkbox"/> <input type="checkbox"/> Trust	
Name:		Name:		Name:	
Address:		Address:		Address:	
City/St/Zip:		City/St/Zip:		City/St/Zip:	
Telephone:		Telephone:		Telephone:	
Fax:		Fax:		Fax:	
E-mail:		E-mail:		E-mail:	
_____ Signature of Applicant			_____ Signature of Owner		

PDD no.		Location & cross street: Request:	
PDD, Tract or subdistrict no.			
SUP no.			
Mapsco no.			
Zoning map no.			
Council district			Size of request:
Census tract no.		Date of the last City Council action:	
		Zoning file number associated with that action:	

Fee Schedule

Development Plan Review \$600.00	Minor Amendment \$825.00
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The following is to be completed by staff during application intake.

Development Plan Review	Minor Amendment
Statement of Request <input type="checkbox"/>	Detailed summary of changes <input type="checkbox"/>
Zoning map (1) (8 1/2"x11") <input type="checkbox"/>	Zoning map (1) (8 1/2"x11") <input type="checkbox"/>
Proper signatures <input type="checkbox"/>	Proper signatures <input type="checkbox"/>
Letter of authorization <input type="checkbox"/>	Letter of authorization <input type="checkbox"/>
List of partners/principles/officers <input type="checkbox"/>	List of partners/principles/officers <input type="checkbox"/>
6 Development/Landscape plans* (folded) <input type="checkbox"/>	3 Development/Landscape/Site plans* (folded) <input type="checkbox"/>
1 8.5x11 copy of plan(s) <input type="checkbox"/>	1 8.5x11 copy of plan(s) <input type="checkbox"/>

* 6 correct and complete full-sized plans and 1 8.5x11 plan(s) will be required prior to the public hearing

* 3 copies of full-sized plans are required with the application
 * 7 correct and complete full-sized plans and 1 8.5x11 plan(s) will be required prior to notification of the public hearing

Filing fee: \$	Receipt No.	Accepted by:
File No.:		Planner: